

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Memorial Gifts/Donations

NO: 510.02

DATE: February 28, 2014

AMENDED: **December 13, 2021**

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 ("Parks").

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 of Bloomfield (Town).

All requests to be evaluated by the Town Manager and/or designee, moved to appropriate committee / Town Department for recommendation, and moved to Town Council for final approval.

II. RESPONSIBILITY

TOWN OF BLOOMFIELD

The protection of the natural environment is a priority. The Town 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 should be preserved, and gifts/donations should not detract from a user's experience. Design specifications will be compatible with existing management and operation plans. The Town will make final decision on the placement of memorials.

All proposals will be evaluated by the Town of Bloomfield staff according to the following:

- A. Placement of enhancements in the Parks system must be consistent with the relevant park plan if one exists, the Town's Parks Master Plan and the Zoning Regulations.
- B. Individuals considered for commemorating shall have contributed demonstrably to the advancement of the Town over a period of time.
- C. Community association and/or groups considered for commemoration shall have contributed demonstrably to the advancement of the Town over a period of time.
- D. Events of local, state, or national significance may be considered for commemoration.
- E. A monument/memorial will NOT be considered if the Town believes it would be considered offensive to members of the community.

- F. A monument/memorial will NOT be considered if the intended purpose is to promote a religious or political cause, issue or event.
- G. If the donation is a monument/memorial, the final decision as to the location of the monument/memorial will be determined by the Town.
- H. Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- I. All memorials will be constructed of materials that meet the design and maintenance considerations of the Town.
- J. Non-designated monetary memorial donations will be used to meet current needs of the Town, as recommended by the Town Manager and/or designee. The Town will work with the donor to determine the appropriate use of donated funds.

DONOR

- A. Gifts that require perpetual town maintenance in excess, that commonly associated with a bench, tree, or plaque may require that the donor to provides ongoing funding for maintenance.
- B. The Town bears no responsibility for flowerbeds and/or other living species donations, unless agreed upon in a written and signed agreement.
- C. All costs associated with the donation of the memorial will be borne by the donor, unless otherwise agreed upon with the Town.

III. FORMS

Memorial Gift Donation and Gift Agreement Form, see attached.

IV. PROCEDURE

- A. The donor discusses/meets with the designated Town staff to share ideas and then submits a completed Memorial Donation Agreement Form to the Town Manager's Office or designee.
- B. The Town Manager's Office or designee will review and determine the appropriateness of the proposal as measured by approval criteria. Department staff will notify the donor, in writing, within 45 business days of the review decision, identifying any conditions of approval.
- C. Memorial Donations that are part of a commemorative bench, table and living tree menu only require approval for exact location of the desired memorial donation.
- D. With a positive review decision, Town staff will finalize the Memorial Donation Agreement ~~Form~~ between the Town and Donor, and submit it to the Town Manager's Office, who will then submit the Agreement to the Town Council for final approval.
- E. The Town's approval must be received prior to moving forward with ordering and installation of the memorial. 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, Town 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 or vandalized plaques nor the replacement of snag trees.
- G. The Town bears no responsibility for flowerbeds and/or other living species donations, unless agreed upon in a written and signed agreement.

**TOWN OF BLOOMFIELD
MEMORIAL DONATION AGREEMENT FORM**

Donor Name: _____

Donor Organization (if applicable) _____

Address: _____

Home/Work Phone: _____ Mobile Phone: _____

E-mail: _____

Requested Park for Donation: _____

Proposed Location: _____

Plaque, Bench, Table, Plant/Tree type, etc. (description): _____

Tree Desired Species (If applicable): _____

Other item description: _____

Plaque: ____ YES ____ NO (benches and tables include plaque)

Inscription: Please submit in writing the requested inscription to be edge on the memorial plaque. Town staff will work with the requestor to complete the final wording.

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, 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 all required donation funds within one month of notification of Memorial Agreement approval.

I have read and understand the donation policy

Donor(s) Signature

Date

Mail, fax or email completed form to: Town of Bloomfield, Leisure Services Dept., 330 Park Avenue, Bloomfield, CT 06002
Phone: 860.243.2923 Fax: 860.242.4267 recreation@bloomfieldct.org

FOR OFFICE USE ONLY

Director of Leisure Services: _____ Date _____

Town Manager: _____ Date _____

Director of Planning & Zoning: _____ Date _____

Director of Public Works: _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Exact Location verified / Inscription Proof reviewed by Donor _____