

## ***Town of Cohasset***

### ***Tribute Tree & Bench Sponsorship Policy***

*Adopted by the Cohasset Select Board, May, 2021*

**Purpose:** The purpose of this policy is to establish guidelines, standards, and procedures for the request and consideration, installation, and care of trees or benches in honor of Cohasset residents. Because public space is limited, the **Town encourages honorary/tribute/memorial contributions to Town-managed gift funds or the many non-profit booster groups, conservation organizations, or community non-profits.**

This policy aims to standardize a sponsorship program, manage aesthetic impacts on the Town, and mitigate on-going maintenance costs. **This policy is designed to set up a process and enable residents to support tribute benches, plaques, or trees/bushes through a contribution to the Town.** Contributions will be acknowledged by a plaque and letter of completion. The plaque is symbolic of the donation and does not entitle the sponsor to ownership of the particular donated element. Only tree and bench sponsorships are covered by this policy. Guidelines established by this policy will apply to all contributions made after the effective date of this policy.

#### **Standards:**

**Definitions of Elements:** For the purpose of this policy, tribute “elements” are limited to trees/bushes or benches as determined by the needs and design considerations of the Town.

**Acquisition or Purchase:** The Town and the community have an interest in ensuring that elements purchased and installed be of high-quality related to style, appearance, durability and ease of maintenance. The town will be responsible for the purchase and installation of all elements.

**Appearance and Aesthetics:** The Town and the community have an interest in ensuring the best appearance and aesthetic quality of all public facilities. All tribute elements should reflect the character of the town-owned park or facility. All elements will be installed by the Town and in a location determined by the Town in such a manner that will not substantially change the character of a property or its intended use.

**Maintenance:** Tribute trees/benches and related acknowledgment plaque are Town property. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the Town will attempt to inform the sponsor and give them the opportunity to donate for the replacement of the element at the expiration of the original life cycle. It is the responsibility of the sponsor to provide the Town of Cohasset with a current address for purposes of notification regarding their donation.

**Donation for Tributes:** The Town has an interest in ensuring that the sponsor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town parks or facilities.

The donation minimum for tribute elements includes tree/bench, installation, plaque, routine maintenance, and letter of completion. The cost also includes a five-year replacement guarantee for trees. If a tree should die within five years of its original planting a replacement tree will be planted during the next available planting season. Please note that after a bench is installed, the Town of Cohasset cannot be responsible for replacement should the bench or plaque become damaged or destroyed. If a bench has to be removed a plaque replaced, the sponsor will be informed. If the sponsor chooses to replace the bench,

a replacement bench can be provided at the donation level that is stated in the most current tribute policy.

The tribute element must be in honor of a present/former Cohasset resident, and the sponsor contact must be a Cohasset resident.

Tribute Tree -- \$1,500

Tribute Bench -- \$1,500

## **Procedure for Making a Donation**

**Application:** If you are interested in making a donation, please contact the Office of the Select Board and Town Manager (townmanager@Cohassetma.org or 781-383-4100 x 5101) to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the sponsor will complete an application form. Applications are available at Town Hall or on the Town's website ([www.cohassetma.org](http://www.cohassetma.org)).

The Select Board acting through and with the Town Manager shall be responsible for administering the Tribute Tree and Bench Program, including the review process for approving and installing donations.

**Donation Plaques:** For benches, donation plaques as approved by the Town will be directly affixed on the bench, be 2 x 4 inches in size, and are to be made of bronze and purchased through the Town using an approved vendor to ensure the highest quality, life and durability. Tree donation plaques will be a maximum 6 x 9 inches in size and mounted on the ground at the base of the tree donation. The Select Board must approve all text for donation plaques.

**Installation:** Installation of all sponsored elements, including the donation plaques, will be completed by Town personnel and scheduled according to the DPW and Town schedule. The installation will be scheduled at a time and date as determined by the Town staff so as not to unnecessarily interfere with routine activities. sponsors will be notified of installation dates.

**Removal and/or Relocation:** The Town reserves the right to remove and/or relocate sponsor elements and their associated plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, if the current information is on file, the Town will attempt to inform the sponsor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a sponsor element must be permanently removed, the Town will seek an alternative location consistent with this policy.

**Maintenance and Damages:** Town staff will make a commitment to reasonably maintain sponsor elements for their useful life. The Town will make every effort to repair damaged elements. However, the Town is not responsible for replacing items, including plaques, due to excessive damage or loss or elements at the end of their life span.

**Town of Cohasset  
Tribute Tree & Bench Sponsorship Application**

**Please select one** (Checks payable to: **Town of Cohasset**):

\_\_\_\_\_ Tribute Tree/Bush (\$1,500) \_\_\_\_\_ Tribute Bench (\$1,500)

Sponsor: \_\_\_\_\_

Contact (must be Cohasset resident): \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Purpose of sponsorship** (check one): \_\_\_\_\_ In Memory of \_\_\_\_\_ In Honor of

**Please print tribute name as it is to appear on the plaque(s):**

\_\_\_\_\_

Additional wording for plaque, if desired (up to 60 characters); subject to approval of Cohasset Select Board): \_\_\_\_\_

\_\_\_\_\_

**I have read, fully understand and agree to Cohasset's Tribute Tree & Bench Program:**

- My signature below indicates that I have read this document in its entirety, and understand that:
- A. The Town makes all final decisions, including but not limited to availability, bench location, bench style, tree location and tree species.
  - B. All language used on the plaques is subject to approval.
  - C. All sponsor items are the property of the Town of Cohasset and will be maintained according to the Department policy and priorities.

Signature of sponsor: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\***Office Use Only**\*\*\*\*\*

**Date Paid:** \_\_\_\_\_ **Tree #:** \_\_\_\_\_ **Bench #:** \_\_\_\_\_

<i><b>Plaque Information:</b></i>	<i><b>Tree Information:</b></i>	<i><b>Bench Information:</b></i>
Date Ordered:	Date Ordered:	Date Ordered:
Date Received:	Date Received:	Date Received:
Date Installed:	Date Installed:	Date Installed:

**Date family notified:** \_\_\_\_\_