



SETTLED 1623
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Town of New Castle
NEW CASTLE, NH 03854-0367

**TOWN OF NEW CASTLE
POLICY ON MEMORIAL DONATIONS**

Purpose

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated civic improvements, such as memorial trees, benches, stone game tables (with either two or four stone stools), or other objects of remembrance. The Town hopes to encourage donations while at the same time to manage aesthetic impacts and mitigate on-going maintenance costs.

Guidelines established by this policy will apply to all memorial donations made after the effective date of this policy. Exceptions to this policy will require an affirmative vote by the Select Board.

Scope

This policy applies to all Town-owned land and facilities located in New Castle. This policy does not apply to buildings or land at the Maude H. Trefethen School or the Town's cemeteries since they have their own governing bodies.

Process

The Select Board has been granted authority to accept donations under the authority of RSA 31:95-e as authorized indefinitely at Town Meeting in 1996. The Select Board has established a Donation Advisory Committee consisting of 5 members. Four members are appointed on staggered 3 year terms and one member of the Select Board shall be an ex-officio member. This Committee shall follow RSA 91-A. The Donation Advisory Committee shall consider donations to advise the Select Board on the donation. The Select Board shall make the decision regarding acceptance and placement of donations.

Donations

Donations will be accepted for memorials honoring ONLY current or former residents of New Castle. Donations of physical property will not be accepted. Only monetary donations may be made and must cover the complete amount of the item to be donated and its specific cost of maintenance and perpetual care. Replacement and/or restoration is at the discretion of the Select Board as delineated below. It is incumbent on the donor to provide current and up-to-date contact information. If that information isn't current, the Town will not be held responsible for inability to contact the donor. Monetary donations for memorial items may be tax deductible and donors with questions about this are urged to contact a tax professional.

Donation Acknowledgments/Memorial Plaques

Donation acknowledgments will be allowed only in the case of donations for benches or stone game tables. Memorial plaques and acknowledgments, as approved by the Select Board, are to be directly affixed to the item donated and are to be purchased through the Town. Stone items may have the acknowledgment carved into the stone with text and placement approved by the Select Board. The Select Board will also approve all text and placement for memorial plaques and will purchase these items from a Town-approved vendor to ensure highest quality, longevity and durability. Donors may choose from the following three acknowledgement options:

1. "Donated by _____"
2. "In memory of _____"
3. "Dedicated to _____"

No memorial plaques will be installed for tree donations. ALL donations will be acknowledged and will be listed in the Town's Annual Report the year in which the donation is made.

Trees

Landscaping and plant selection for park facilities will be given careful consideration. The Select Board may use an arborist to determine appropriate species. Accordingly, the size and species of a donated tree, or trees, shall be limited to those needed by the town, depending on the location. Donations of money for memorial trees shall be dealt with on an individual basis. No plaques will be placed for tree donations.

Stone Benches or Game Tables

Stone benches and game tables with accompanying stone stools may be sited in locations recommended by the Donation Advisory Committee and depending on the location by the Historic Society and/or the Town's Department of Public Works (DPW). All recommendations must be approved by the Select Board. Items donated become Town property at the time of purchase. Game tables will be 36" square with a checkerboard design engraved into the table and include either two or four stone stools.

Installation

Installation of donated park items will be completed by Town personnel. The installation will be scheduled at a time and date as determined by the Select Board so as not to interfere with routine park maintenance activities. The donor will be notified of that date.

Removal and/or Relocation

This section applies to both existing and new donations. The Town reserves the right to remove and/or relocate donated memorial items when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in the policy, the Select Board will attempt to contact the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently moved, the Select Board will seek an alternative location consistent with this policy.

Maintenance

Maintenance of all town property is the responsibility of the Select Board. Memorial Donations (i.e. benches, tables, stools, trees) become Town property and, therefore, will be maintained by the Town's Department of Public Works. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation, barring any acts of nature or other circumstances which might affect the life span of the donation. If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle or, if the need arises, prior to that time.

STANDARDS FOR NEW DONATIONS

Procedure for making a donation

The donor must contact the Select Board-Administration office at the Town Hall to establish eligibility and to determine whether a donation may be accepted based on the criteria contained in this policy. If a donation meets the standards of this policy, the donor needs to complete an application form. Application forms are available through the mail, in person at the New Castle Town Hall, or from the Town's website at www.newcastlenh.org.

Acquisition or Purchase

Since the Town and the community have an interest in ensuring that all Memorial Donations be of high quality related to style, appearance (reflecting the character of the island), durability and ease of maintenance, Town staff, working closely with the donor, will be responsible for the purchase and installation of any items for which a donation has been made.

Cost

The Town has an interest in ensuring that the donor covers the full cost of the purchase, installation and maintenance during the expected life cycle of the donated item. 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 needs. Consequently, the Select Board will assess, at the time of purchase, a charge to cover anticipated on-going maintenance of donated items and its life expectancy. The fee schedule may be adjusted to reflect inflation or other costs

Amendments:

The Select Board may amend this policy by notifying the Donation Advisory Committee at least 1 week prior to the meeting where that amendment is an agenda item on the Board's agenda. The Board may pause the acceptance of donations in the same way.

Policy adopted June 3, 2012.

Revisions September 18, 2023, November 20, 2023

Note: Any understanding made prior to the adoption of this policy will only be honored if in writing and signed by a town official.