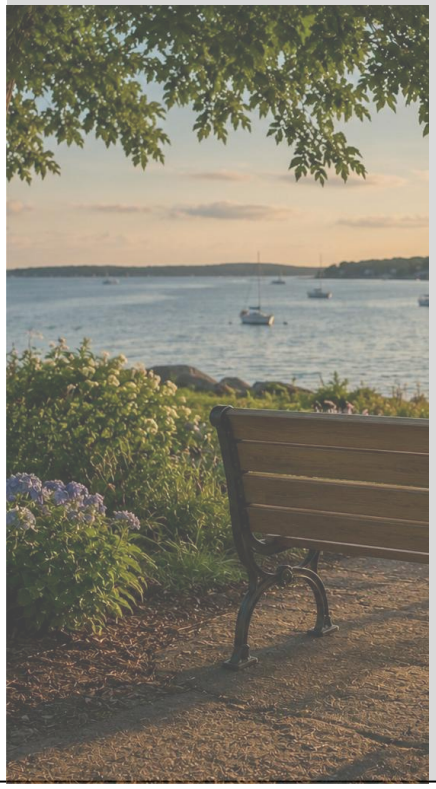


TOWN OF BARNSTABLE LEGACY PROGRAM





Approved: March 11, 2022

Amended: July 28, 2026

The Town of Barnstable honors our community through policies and departmental services exemplifying the organization's mission statement. However, it is the people of our community working together that truly signifies our priorities towards the protection of Barnstable's quality of life and unique character for years to come.

Bridging past and future generations, the Town of Barnstable Legacy Program represents the importance of preserving our community's heritage, connecting and honoring loved ones while supporting and enhancing our community resources.

We thank you for choosing the Town of Barnstable and look forward to working with you on creating a lasting memory!

Department of Asset Management
367 Main Street
Hyannis, MA 02601
www.barnstable.gov

LEGACY PROGRAM PROCEDURES

The Town of Barnstable supports the needs and principles of its citizens by allowing memorials on Town properties but is also mindful that these facilities and properties have many uses and are enjoyed by a wide range of people.

Therefore, the Town desires to manage memorials for the mutual benefit of all through a coordinated and consistent process.

SECTION 1. Purpose

To provide a uniform and mindful process for requests to honor Barnstable community members on public properties, through the purchase and placement of items that incorporate recognition or memorializing.

SECTION 2. Definitions

Memorial:

An object that is designed to honor, dedicate and/or preserve the memory of a person. Potential objects may include, but are not limited to art, bench, garden or tree, parks, places, markers.

Monument:

A structure, statue, or site explicitly created to celebrate, commemorate, or symbolize a prominent historical figure, triumph, or significant cultural event. Potential structures may include, but are not limited to, obelisks, statues, arches, columns, or preserved historic buildings.

SECTION 3. General Standards

a) These procedures are applicable to all dedications and/or memorials proposed to be placed on or in any Town-owned facility or public open space within the Town of Barnstable. All such dedications and memorials will be required to conform to these procedures.

b) These procedures are not applicable to dedications or memorials on privately-owned property.

c) Existing benches, memorials or plaques can be designated as commemorations to individuals, but the locations and styles of existing benches will not set precedent for newly installed benches, memorials or plaques.

d) These procedures are not applicable to public art, unless the art is commemorative.

e) A memorial will not be considered for the purpose of supporting any religious or political positions or beliefs.

f) The Town of Barnstable, in its sole discretion, reserves the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes upon the proprietary rights of any third party, is factually inaccurate, or is otherwise inappropriate.

g) Applications are accepted on an ongoing, first come first served basis.

h) These procedures are approved and may be amended by the Town Manager at any time.

SECTION 4. Eligibility

a) Donations are available to honor or memorialize people who are alive or deceased.
a) Donations are available to honor or memorialize people who are alive or deceased.
b) Organizations, companies and/or groups are not eligible for recognition in context of this program.
c) A maximum of one donation of a memorial of any type per individual being commemorated will be permitted in the Town of Barnstable.
d) Donations to memorialize pets are not eligible.

SECTION 5. Donations Styles and Standards

The following items are currently available within the Town of Barnstable legacy program:

a) Memorial Bench with Memorial Plaque

· The purchase and installation of a new park bench on Town property, at a location either identified on the master list or determined to be acceptable by the Town Manager;

· Funding the replacement of an existing park bench on Town property that is identified on the master list as needing replacement;

· Town staff will determine the appropriate style which matches locational standards including design, durability, and construction to be ordered and installed.

b) Standard Memorial Plaque

· A Standard Memorial Plaque is a plaque with three standard lines.

· For existing Town-owned benches without a memorial plaque and does not need replacing.

· The plaque size, font, and design will be at the discretion of the Town of Barnstable. One plaque per bench will be permitted and will be securely inset or surface-mounted onto the seat back of the bench by the Town.

· Plaques may be approved to be placed at various town owned locations including but not limited to town piers, parks, intersections and etc.

c) Extended Memorial Plaque

· An Extended Memorial Plaque is a plaque that exceeds three standard lines of the Standard Memorial Plaque.

· For existing Town-owned benches without a memorial plaque and does not need replacing.

· The plaque size, font, and design will be at the discretion of the Town of Barnstable. One plaque per bench will be permitted and will be securely inset or surface-mounted onto the seat back of the bench by the Town.

· Plaques may be approved to be placed at various town owned locations including but not limited to town piers, parks, intersections and etc.

SECTION 6. Site Locations

a) Except as otherwise permitted by the Town Manager, memorial benches will be allowed only at locations identified by a Property Manager and the Department of Public Works (Structures & Grounds). The master list of all the memorials shall be maintained by Asset Management, in collaboration with Structures & Grounds and other related town departments.

b) Alternative locations can be suggested by the donor or considered by the Town Manager and will be evaluated by an internal team. Location/placement, sustainability and other factors will be considered before a recommendation is made by the review team.

d) The location of the bench is on a first come first, served basis.

e) A waiting list will be maintained by Town of Barnstable Property Manager and the Department of Asset Management staff during any location or program moratorium.

f) The Town of Barnstable has final approval on the location.

SECTION 7. Donations and Fees

a) Fees are approved by the Town Manager.

b) A $50 Administrative Application Fee, approved by the Town Manager, is required for all Legacy Program applications. The fee covers the administrative costs associated with processing each request, including application review, evaluation of the proposed location, coordination and collaboration with various Town departments, and staff time required to prepare and process the request. The administrative fee is separate from the cost of the memorial bench or plaque and is non-refundable, as it covers work performed regardless of whether the application is ultimately approved.

c) Donations cover the purchase of the selected item(s), any required permitting and related installation costs, and fifteen (15) years of general maintenance such as mowing.

d) Donations and an Administrative Fee are not refundable under any circumstances once the item has been ordered.

e) Donations and Fees do not cover costs to replace benches or plaques that are stolen, damaged or destroyed.

f) Reduction of Fee - Waiver Request:

1. In-kind costs associated with the installation of the bench may be requested for waiver.

2. Direct costs associated with any memorial request may not be waived, such as cost for the purchase of a bench and/or plaque, or materials.

3. Donors who are Barnstable residents may apply for consideration of a reduction of fees by completing and submitting an application, providing documentation of residency and a written statement as to reason for the reduction of fee waiver request.

4. The following donors are ineligible to apply for reduction of fee waivers:

· Primarily of a fundraising or charitable nature.
· Political parties, lobby groups, or religious groups.
· Donors and memorialized individuals based outside the Town of Barnstable limits.
· Donors who have not satisfactorily fulfilled other financial obligations to the Town of Barnstable.

SECTION 8. Installation, Maintenance, and Terms

a) Installation of memorial items will be completed by the Town of Barnstable or a third party approved by the Town of Barnstable. The installation will be scheduled at a time and date as determined by the Town of Barnstable so as to not unnecessarily interfere with routine maintenance or other public activities.

b) Reasonable efforts shall be made to accommodate a donor's wish for the timing of an installation. However, due to consideration regarding special events, weather, staff scheduling, or other unknown activities that may occur at the site, installation dates shall not be guaranteed.

c) The donation term for a bench and/or a plaque is fifteen (15) years from the installation date or the useful life of the bench, whichever comes first. The Town of Barnstable does not guarantee permanency of the memorial bench.

d) Flowers, vegetation, crosses, pictures and/or other personal adornments or additions to the site are strictly prohibited on or near the bench site and may be removed by the Town if in violation.

e) The Town will provide general maintenance of the bench during the donation term.

f) The Town is not responsible for damage, theft, or vandalism. Any vandalism/damage may be repaired/replaced at the donors' expense during the donation term.

g) The Town may choose to attempt repair or maintenance but is not under any obligation to do so. The Town may seek warranty replacement from the manufacturer if defects become evident.

h) If the bench has been damaged beyond repair due to a weather-related incident the Town's insurance provider will be contacted for the first event for replacement. If after repair or replacement the bench is damaged again in a similar event, it will be the responsibility of the donor to decide to pay to replace the bench or surrender the location.

i) If a bench needs to be relocated, the Town will attempt to contact the donor to discuss alternative locations; the Town will make the final determination as to location or relocation.

j) In the event the Town of Barnstable determines that a bench requires replacement, the original donating party will be contacted and given the option to replace the bench in accordance with existing procedures. If the donor cannot be contacted or refuses replacement, the Town of Barnstable reserves the right to offer that bench location to a new donor.

k) The Town reserves the right to remove and/or relocate the donated item in the future for any reason or circumstance, including but not limited to interference with safety, maintenance, or construction activities.

l) It is the donor's responsibility to update their contact information with the Town of Barnstable Property Manager and the Department of Asset Management.

m) All items associated with the donation are symbolic and do not entitle the donor to ownership of the particular donated element.