



## Town of Meredith, New Hampshire Memorial Bench Policy

### Purpose

The purpose of this policy is to establish a uniform and respectful process for the donation, placement, and maintenance of memorial benches in the Town of Meredith. The policy ensures that memorial benches contribute positively to public spaces and reflect the values of the community.

### Eligibility

To be considered for a memorial bench, the individual being honored must meet the following criteria:

- Was a **resident of Meredith**, and
- Had a **significant and lasting impact** on the Meredith community, as determined by the Select Board.

### Bench Design Standards

All memorial benches must conform to the standard **design, material, size, and color** adopted by the Town to ensure consistency and ease of maintenance. The Town will select and maintain an approved bench style; substitutions will not be permitted.

### Inscription Guidelines

- All inscriptions must be limited to a **sentiment, name, date of birth, date of death, and date of placement** (optional).
- Wording must be **respectful, non-political, and non-commercial**.
- **All proposed language must be submitted in writing** and is subject to **review and approval by the Select Board**.
- The Town reserves the right to deny any inscription that does not meet the community's standards of appropriateness or consistency.

### Placement of Benches

- Bench locations must be consistent with the character, use, and layout of the site.
- Placement must be coordinated with and approved by the **relevant Town department**, including but not limited to:
  - **Department of Public Works** (e.g., Hesky Park, Main Street, waterfront areas)

- **Parks & Recreation Department** (e.g., Community Center, athletic fields)
- Bench locations may be limited based on space availability and appropriateness of the setting. The Town reserves the right to deny or suggest alternate locations.

## Costs and Responsibilities

- The **requesting party is responsible for all associated costs**, including:
  - Purchase of the bench
  - Engraving or plaque production
  - Installation fees (if applicable)
- A cost estimate will be provided to the requesting party prior to final approval. Payment must be received in full before the bench is ordered or installed.
- The Town is not responsible for fundraising efforts.

## Maintenance and Lifespan

- The Town will maintain the bench as part of its regular maintenance schedule for a **minimum of 10 years**.
- After 10 years, the bench may be removed or replaced due to wear, space needs, or site redesign. The Town will attempt to notify the donor, if contact information is on file.

## Application Process

### 1. Initial Inquiry

Submit a written request to the Town Manager's Office, including:

- Name and contact information of requester
- Name and background of honoree (to verify eligibility)
- Desired sentiment for inscription
- Preferred location (if known)

### 2. Review and Coordination

- The Town Manager's Office will coordinate with the relevant department regarding placement feasibility.
- Final approval of inscription and bench location will rest with the Select Board.

### 3. Cost Confirmation and Payment

- A quote for the bench and installation will be provided.
- Upon payment in full, the Town will order and install the bench on behalf of the donor.

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## Policy Review

This policy may be amended at the discretion of the Select Board. Exceptions will be considered only in extraordinary cases and must be approved by majority vote.