

Policy: Structures placed adjacent to Lake Quannapowitt, in Veteran's Memorial Park and public playgrounds (not schools).

Type of policy: New (X) Amendment ()

Level: Department () Division () Town Wide (X)

Policy Statement

The Town Council recognizes the growing desire by our citizens and local organizations to provide, donate and/or place structures (including but not limited to benches) adjacent to Lake Quannapowitt, and in Veteran's Memorial Park as well as public playgrounds. The Town Council is concerned that an uncoordinated influx of benches and/or structures to these public spaces will result in overcrowding/ and or aesthetically unpleasing additions to these community spaces. The Town Council believes any request must be fully vetted by all citizens and local organizations prior to consideration of approval and placement.

Policy Description

I. Scope

This Policy affects the use of placement of any and all structures on Town owned property adjacent to Lake Quannapowitt, Veteran's Memorial Park, as well as all public playgrounds with the exception of Wakefield Public School spaces.

II. Types of Structures

Anticipated structures can be categorized as follows:

- A Benches
- B Memorial Remembrances
- C Informational Kiosks or signage
- D Public Art
- E Play Structures
- F Trees and/or Plantings
- G Other

III. Benches

A. Adjacent to Lake Quannapowitt and in Veteran's Memorial Park

Benches adjacent to Lake Quannapowitt and in Veteran's Memorial Park shall only be at current padded locations as designated on the plan(s) attached hereto and only after approval of the Town Council. All benches shall adhere to the plans and specifications attached hereto titled "Lake Benches" for both the areas adjacent to Lake Quannapowitt and in Veterans Memorial Park. No longer will the Town Council accept the dedication of new memorial benches.

B. Benches in Public Playgrounds

Benches in Public Playgrounds may be placed and/or replaced at the request of the Supervisor in charge of Forestry and Parks and approval of the Town Administrator. All replacement and/or new benches shall adhere to the specifications attached hereto entitled "Playground Benches". No longer will the Town Council accept the dedication of new memorial benches.

III. Memorial Remembrances

All requests for memorial remembrances (other than benches which are no longer accepted under this policy) must be made in writing to the Town Administrator's Office complete with plans and specifications for the proposal. The proposal will then be presented to Town Council for initial review. After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

IV. Informational Kiosks and/or Signage

All informational kiosks and or signage must be approved by the Town Council. The plans and specifications shall be presented to the Town Council for initial review. After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

V. Public Art

All Public Art must be approved by the Town Council. The plans and specifications shall be presented to the Town Council for initial review. After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

VI. Play Structures

All Play structures in Public Playgrounds may be placed and/or replaced at the request of the Supervisor in charge of Forestry and Parks and approval of the Town Administrator. The Commission on Disabilities as well as the Recreation Commission shall comment on the placement and/or replacement of play structures prior to their approval. Play structures in areas adjacent to Lake Quannapowitt shall be presented (complete with plans and specifications) to the Town Council for initial review. After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

VII. Trees and/or Plantings

All Trees and/ or Plantings in Public Playgrounds may be placed and/or replaced at the request of the Supervisor in charge of Forestry and Parks and approval of the Town Administrator.

All Trees and/or plantings in areas adjacent to Lake Quannapowitt and in Veterans Memorial Park shall be presented to the Town Council for initial review. . After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

Neither trees nor plantings shall be dedicated.

VII. Other

All other requests for the placement of structures (including temporary structures) must be made in writing to the Town Administrator's Office complete with plans and specifications. The plans and specifications shall be presented to the Town Council for initial review. After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

VIII. Appeal

Any party aggrieved by a decision of the Town Administrator pursuant to this policy may appeal same in writing to the Town Council.

Supplemental Information

Lake / Common benches:

Model #68-124-61/CII (as manufactured by DuMor, Inc) distributed by our playground vendor M.E. O'BRIEN & Sons, Inc

Bench with back, 6' long with PL wood slats, (2) cast iron supports and arm rests, surface mount, black powdercoat, custom lettering on supports to say "Wakefield, MA -1868"

If a plaque installed, Factor installed oval zinc etched plaque, 4-1/2" x 9 x 3/8" with verbiage as provided.

*Park / Playground benches:

Model# 88-60PL (as manufactured by DuMor, Inc) distributed by our playground vendor M.E. O'BRIEN & Sons, Inc

6' bench with recycled PL slats and S-2 surface mount supports, cedar slats/black PC

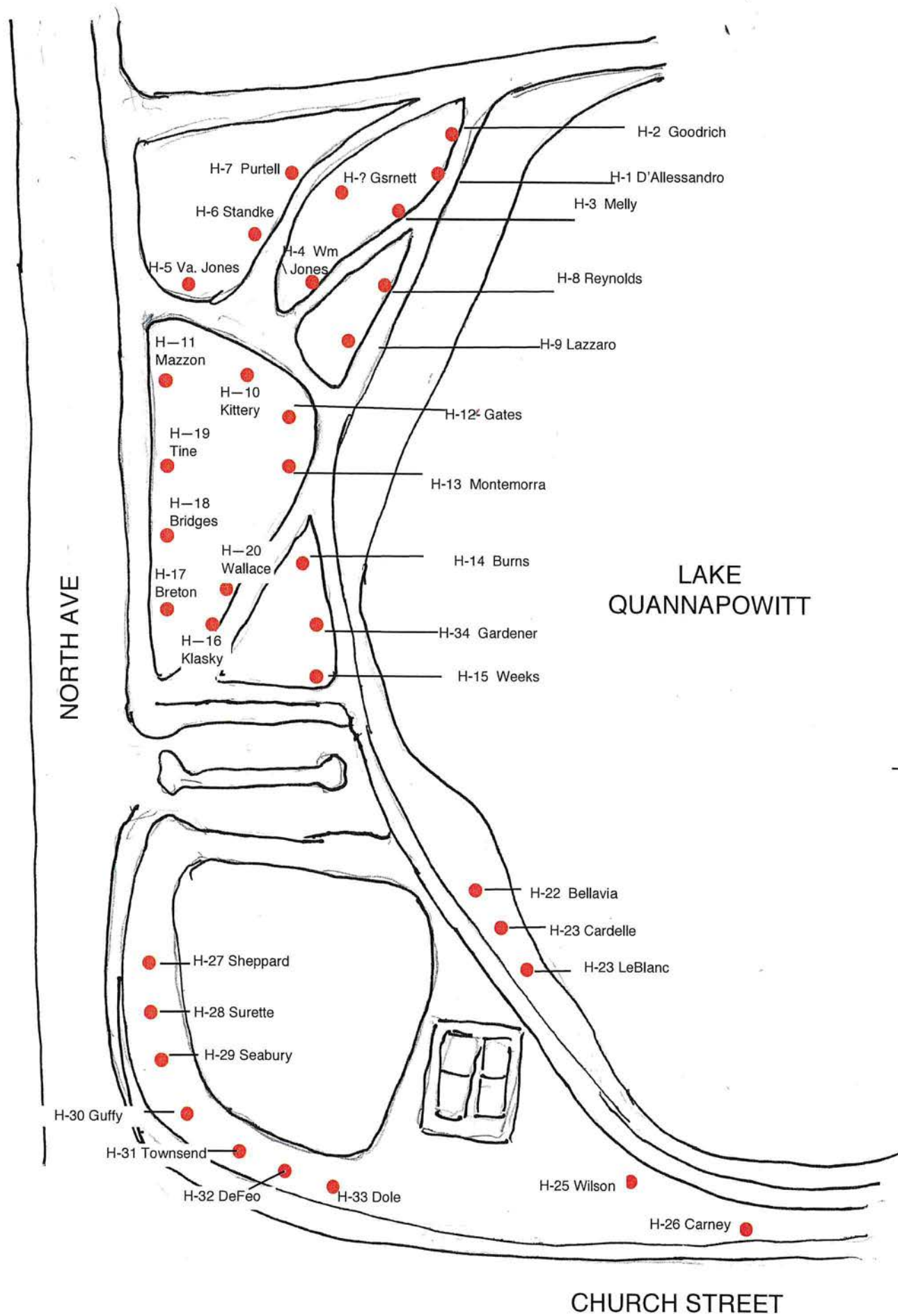
If a plaque installed= Factor installed 2" x 10" zinc etched plaque with verbiage to be provided



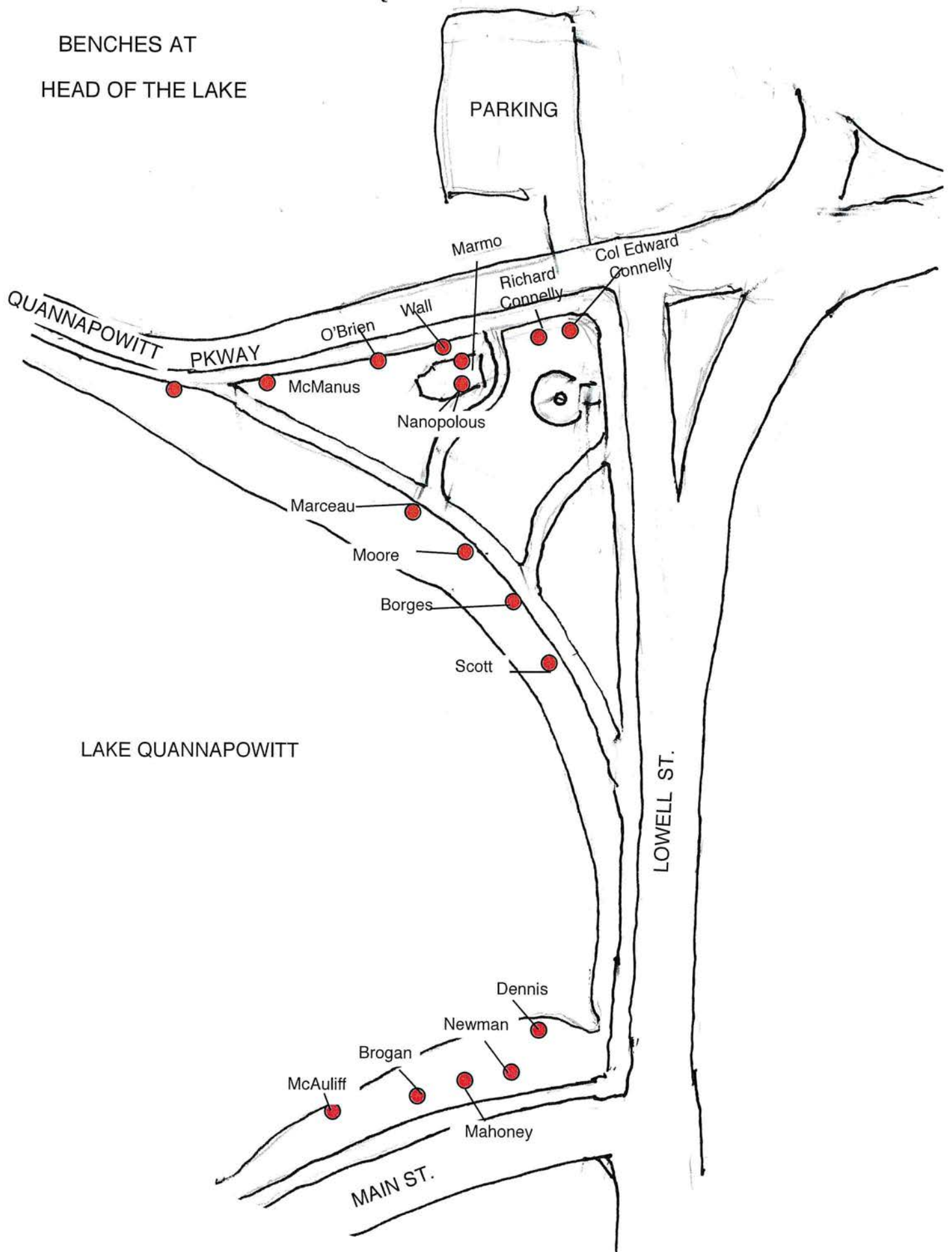


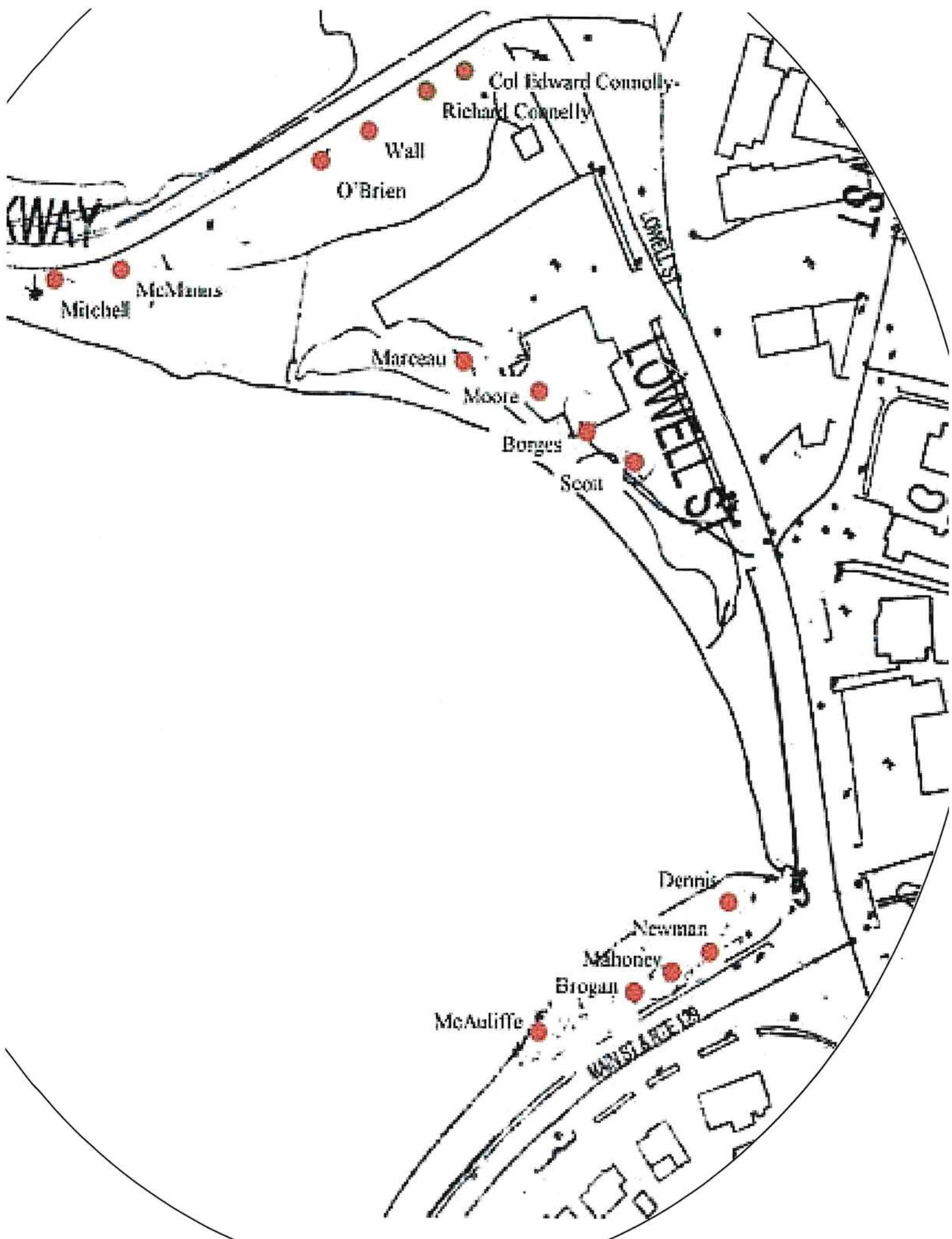
FOLQ Focused on the benches in the rest of the lake perimeter

In 2003, FOLQ adopted the bench replacement task for the remaining areas of the lake. With authorization from the Board of Selectmen, FOLQ allowed families to purchase memorial benches to finance the replacement effort. WCNA's bench design was used by FOLQ as well, lending design continuity around the whole lake perimeter.

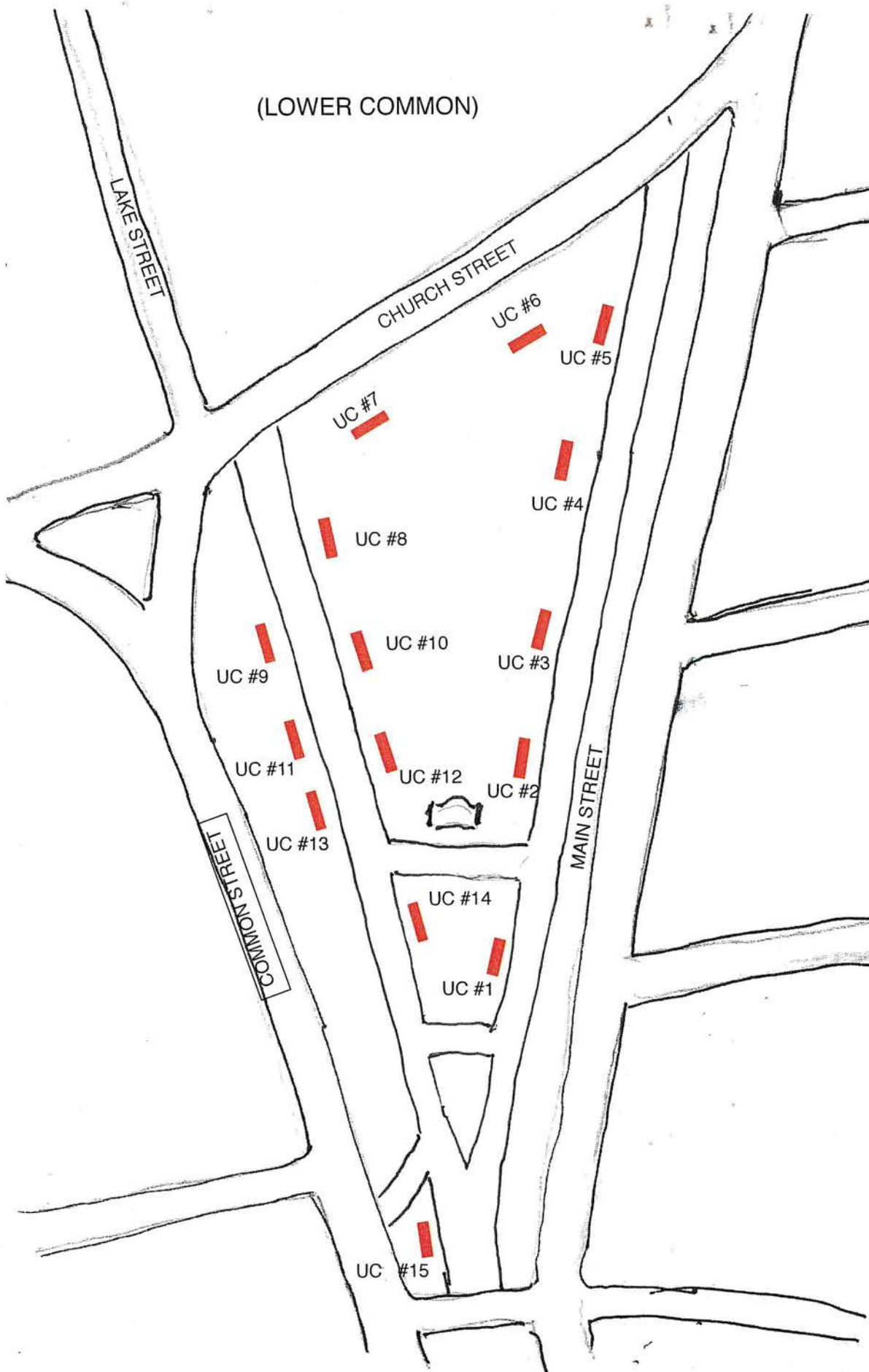


BENCHES AT
HEAD OF THE LAKE





(LOWER COMMON)



UPPER COMMON BENCH LOCATIONS