



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: October 22, 2015  
Submitted by: Matthew Casparius  
Department: Parks & Recreation  
Speakers: Jacob Parker

Date of Meeting: November 5, 2015

Time Required: 5 minutes

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input checked="" type="checkbox"/>

## TITLE OF ITEM

Eagle Scout Project at Wasserman Park Approval Request

## DESCRIPTION OF ITEM

Life Scout Jacob Parker is proposing to build an Archery Range Shooting Platform in Wasserman Park for the benefit of the Parks & Recreation Department and Naticook Day Camp.

## REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input checked="" type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name:	<b>Jacob Parker</b>	Address:	<b>4 Linda Lane</b>
Phone Number:	<b>603-921-0630</b>	Email Address:	<b>beeko98@gmail.com</b>

## APPROVAL

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:

Hold for Meeting Date: \_\_\_\_\_





# TOWN OF MERRIMACK

PARKS AND RECREATION DEPARTMENT

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## MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: October 22, 2015

SUBJECT: Eagle Scout Candidate Project Proposal

Hi Eileen,

On Wednesday, October 21<sup>st</sup>, 2015; Eagle Scout Candidate Jacob Parker made a presentation to the Parks & Recreation Committee on the Eagle Scout Project that he would like to complete with the Parks & Recreation Department. .

For his project, Jacob is proposing to build the Parks & Recreation Department a formal Archery range shooting platform at Wasserman Park. The Archery Program that we run has never had a formal home in the Park and this project would benefit the program greatly by making a formal range as well as providing additional shade in the area where we are looking to build this structure.

The Parks & Recreation Committee feels that his project would be a valuable addition and is recommending it to the Town Council for approval.





# Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

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## Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

## The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

## Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

## Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

## Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18<sup>th</sup> birthday.



### **Approving Project Plans**

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

### **Permits, Permissions, and Authorizations**

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

### **Funding the Project**

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

### **Supervision**

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

### **Safety**

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

### **Project Execution and Approval**

After the project has been carried out, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

*Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.*



## Project Description and Benefit

Briefly describe your project.

I will be building a 8' x 24' covered shooting platform for an archery range in Wasserman Park, Merrimack, NH. The deck will include a bench for seating, room for four archers, and built-in quivers to hold arrows.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.

Tell how your project will be helpful to the beneficiary. Why is it needed?

This deck will provide a permanent archery area for the residents of Merrimack to enjoy. It will be particularly helpful to the youth who attend Naticook Day Camp during the summer. Its covering provides protection from both rain and sun, and the platform will keep the archery equipment, including bows and arrows, off the ground and dirt. When not used for archery, the platform can be used for other activities and events.

When do you plan to begin carrying out your project? November 18, 2015

When do you think your project will be completed? November 25, 2015

## Giving Leadership

Approximately how many people will be needed to help on your project? 10-15

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Fellow scouts, family, co-workers, neighbors, church members, and friends

What do you think will be most difficult about leading them?

Helping everyone to understand the steps of construction and their order in building the deck.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

See attached materials list. The list includes items such as:

Pressure Treated Lumber: 2x6's, 4x4 beams, 2x4's, 5/4"x6" decking.

Decking screws

Ondura roofing

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

String for leveling, stakes, drinks/refreshments, paper products, gasoline (for generator), garbage bags, flagging tape, pencils

**Tools**

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Measuring tapes, hammers, drills and bits, levels (string and regular), electric saws, shovels, generator, ladders, gloves, safety goggles, tables, extension cords, chalk line

**Other Needs**

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

**Permits and Permissions**

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take? Permission (approval) from the Parks and Recreation Committee and the Town Council is necessary before construction. A building permit will be obtained from the Building Inspector by myself.

Parks and Recreation approval received: Oct. 21, 2015

**Preliminary Cost Estimate**

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below: <i>(Include sales tax if applicable)</i>		<b>Fundraising:</b> Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$1,300.00	I plan on holding a soup and salad fundraising dinner.
Supplies:	\$100.00	I will seek out donations by personally visiting lumber and hardware companies and requesting donations/discounts on their materials.
Tools:	\$0.00	
Other:		I may also provide some of the funds.
<b>Total costs:</b>	<b>\$1,400.00</b>	

**Project Phases**

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Prepare project plan
2. Seek approvals and permits
3. Request donations/Hold fundraiser
4. Gather/ request loaned equipment
5. Prepare project site

6. Hold project build day

7. Prepare final report and send "Thank-you" notes

8.

## Logistics

*Check with your council service center to determine if a Tour and Activity Plan is required.*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

All materials will be transported by my family's vehicles, including our 15-passenger van. However, if incapable of transporting some material or equipment, I will ask the assistance of adult church friends who own trucks. I will ask that volunteers come in their own vehicles although I can transport them myself if needed. For equipment or tools loaned, I will gather and transport myself unless the owner plans on attending the project themselves.

## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns you and your helpers should be aware of.

The use of saws creates a serious risk of being cut or impaled by wood pieces ejecting from the saw.

Those climbing on ladders and constructing the roof should be careful of falling and those on the ground should be cautious of materials falling or being moved off the ground.

Electric tools present a risk of being shocked and care should be taken to keep cords and tools dry and out of the way of accident.

## Project Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Come up with a precise list of materials needed.

Create a more detailed set of drawings.

Obtain current prices for materials and calculate actual costs.

Create list of needed tools and those able to be loaned.

Make a list of businesses to acquire materials from and ask for donations.

Determine fundraiser advertising plan.

Develop communication and recruiting plan for volunteers.

## Candidate's Promise\* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

### Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

### Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

### Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

***Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."***

Yes     No

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

### Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

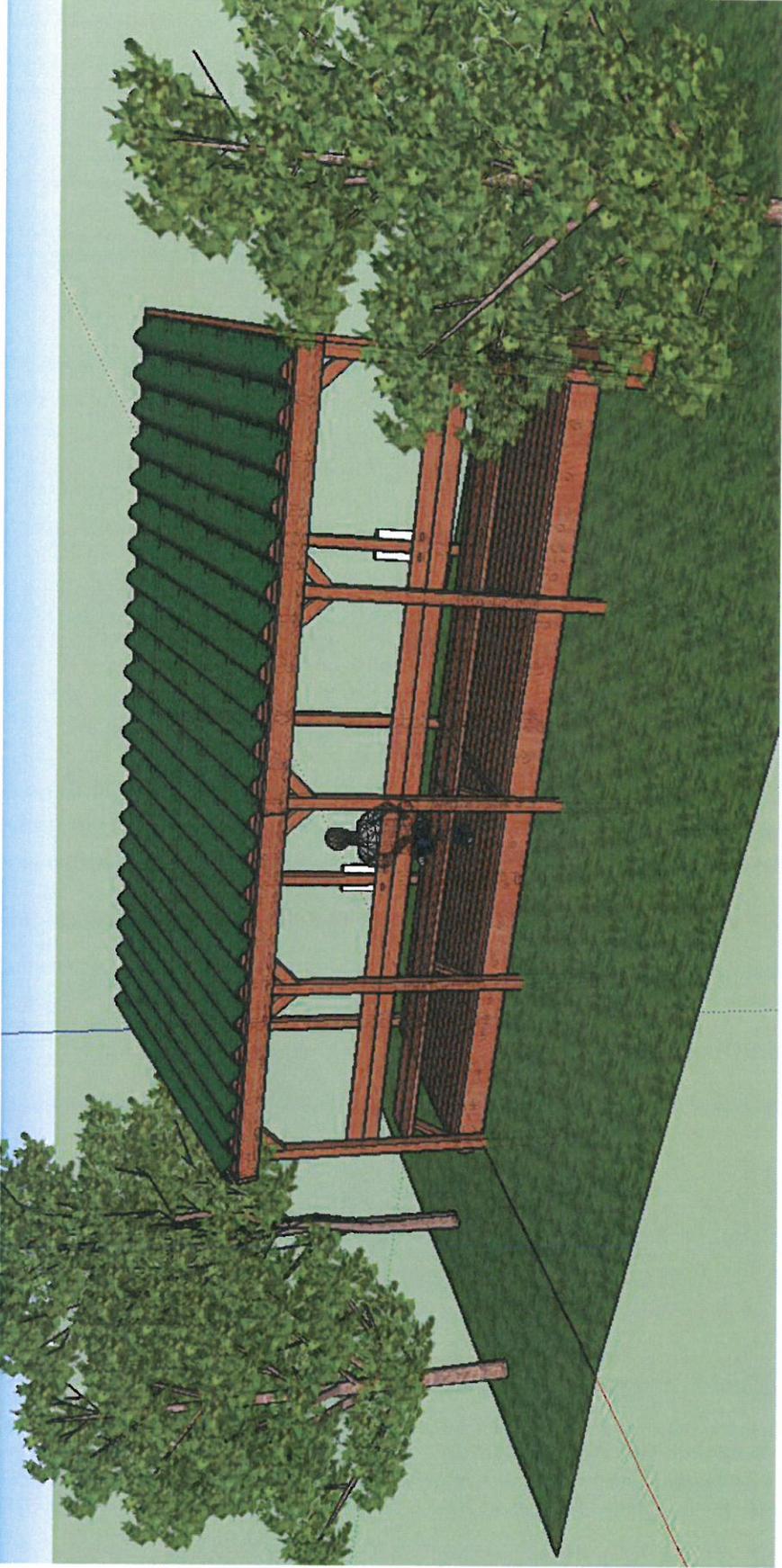
*\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.*

Jacob Parker  
Wasserman Park Archery Platform  
Aerial View 1



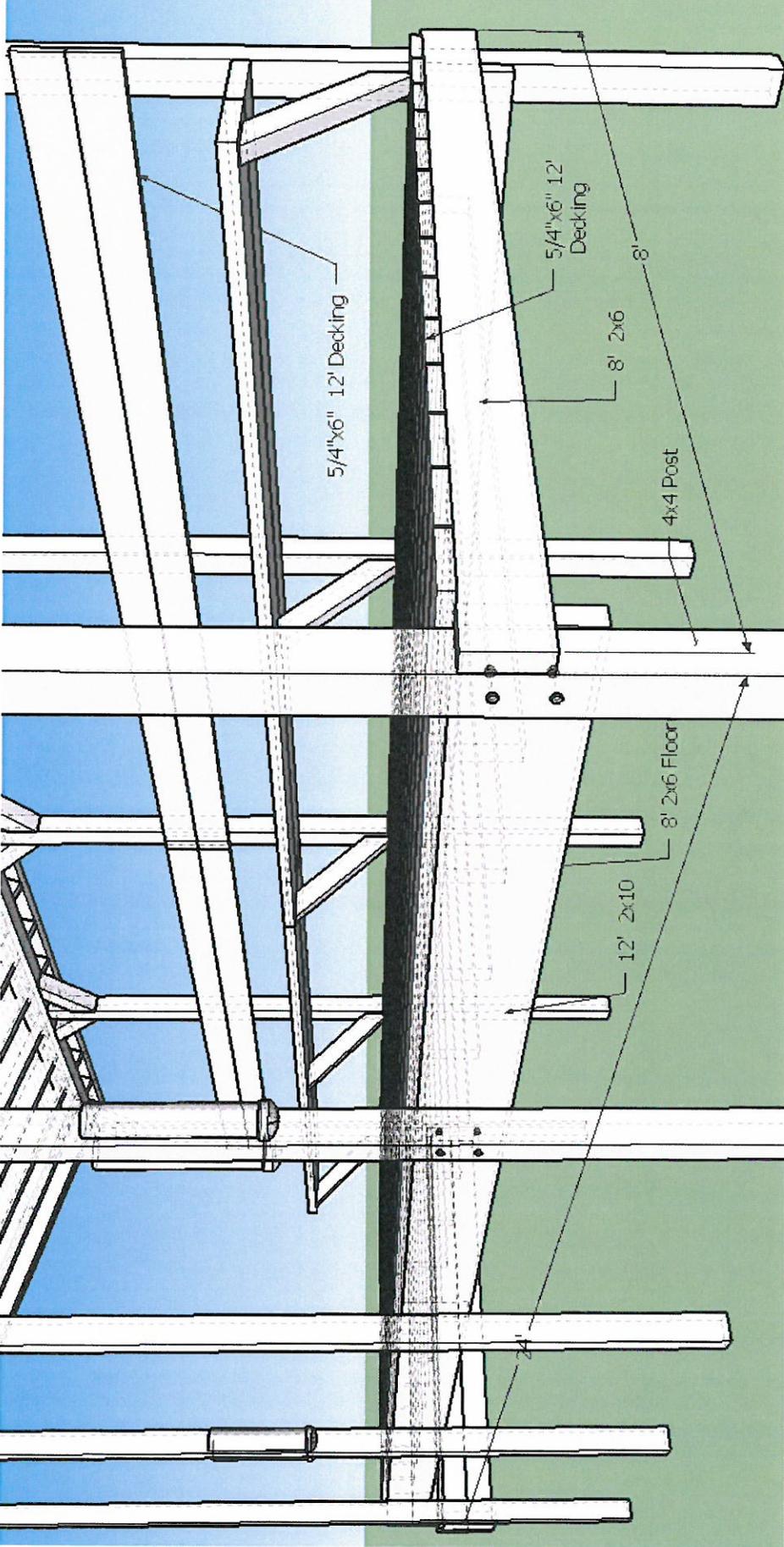


Jacob Parker  
Wasserman Park Archery Platform  
Aerial View 2





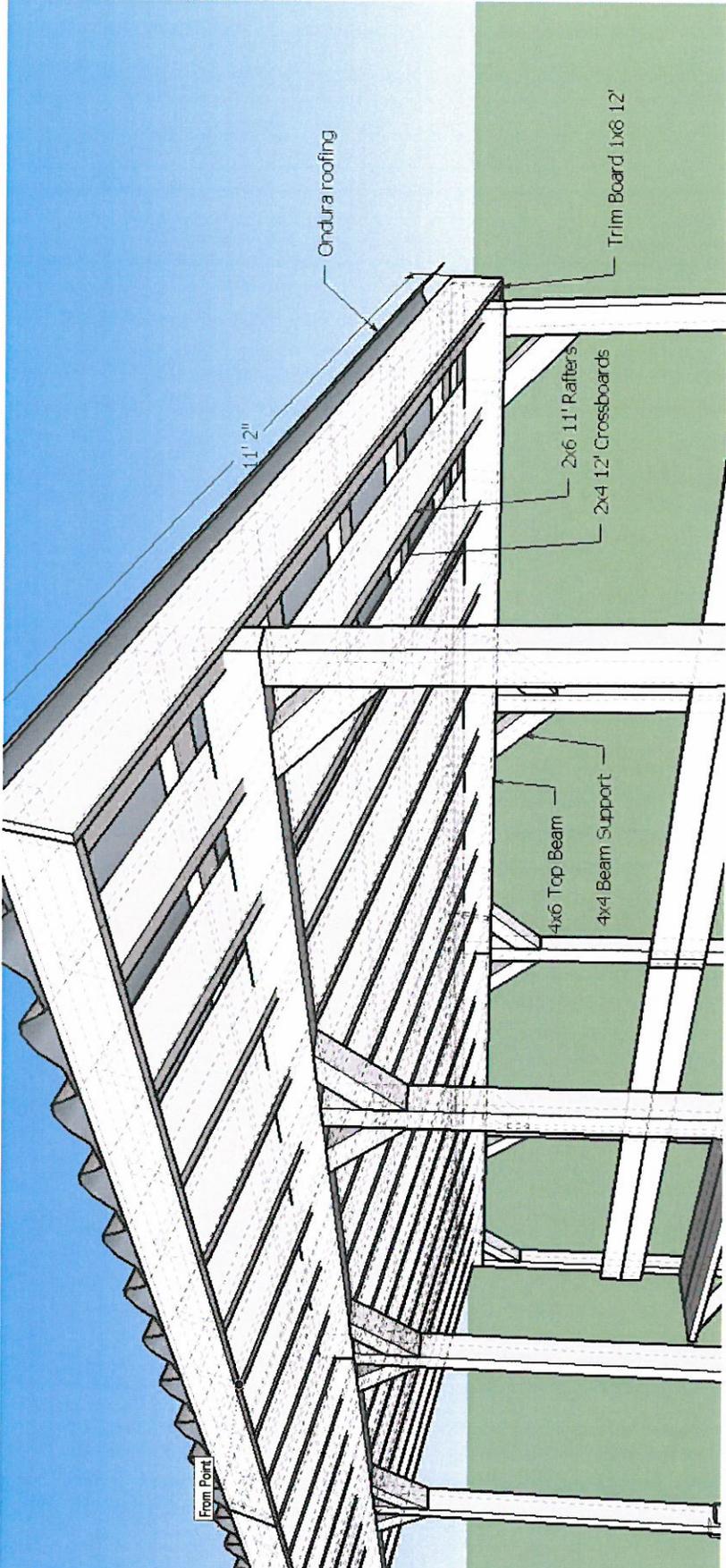
Jacob Parker  
 Wasserman Park Archery Platform  
 Detailed Diagram 1



- All lumber pressure treated
- Rim Joists bolted to 4x4 posts
- Decking screws used in all other locations
- Joists spaced 16" on center. Fastened to rim joists hangers.



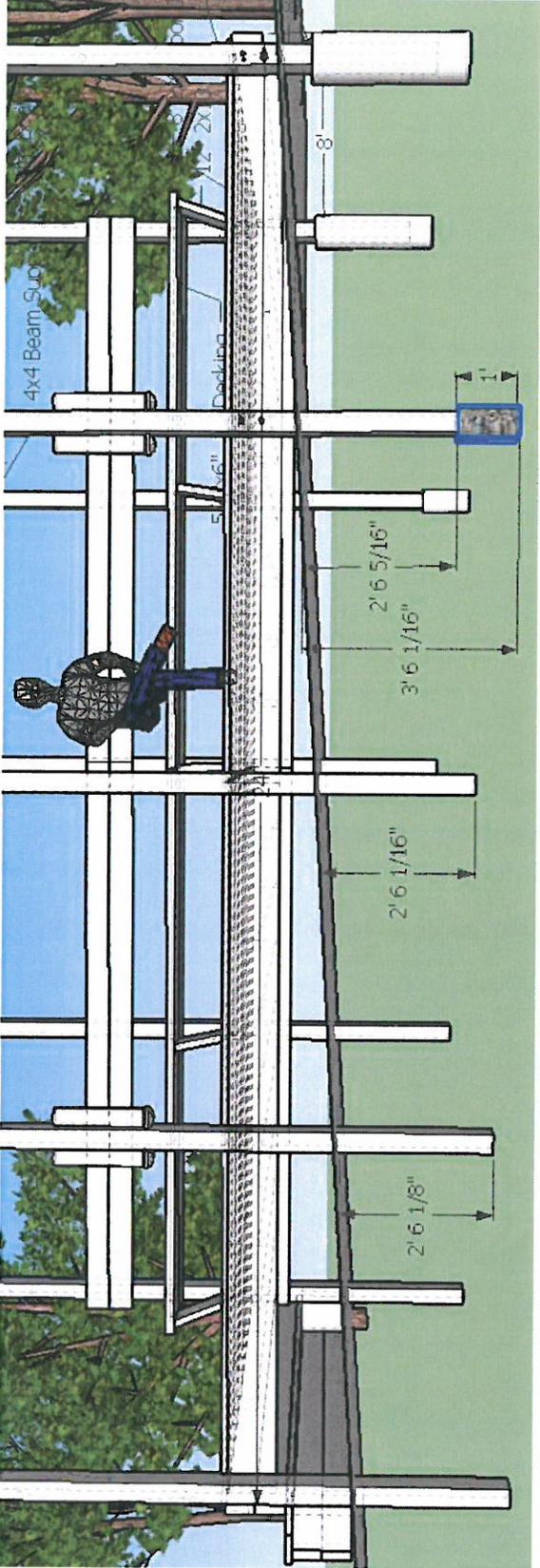
Jacob Parker  
Wasserman Park Archery Platform  
Detailed Diagram 2



- Ondura roofing secured with Ondura nails and rubber washers
- Roof pitch = 3 in 12 slope (recommended slope for Ondura roofing in heavy snow fall areas)



Jacob Parker  
Wasserman Park Archery Platform  
Detailed Diagram 3



- Beams buried 30 in. in ground resting on 1 ft of gravel.

