



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: February 17, 2023
Submitted by: Town Manager Paul T. Micali
Department: General Government
Speakers: Paul Micali

Date of Meeting: March 9, 2023
Time Required: 20 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"/> |
| Public Hearing: | <input type="checkbox"/> | Old Business: | <input checked="" type="checkbox"/> |
| New Business: | <input type="checkbox"/> | Consent Agenda: | <input type="checkbox"/> |
| Nonpublic: | <input type="checkbox"/> | Other: | <input type="checkbox"/> |

TITLE OF ITEM

Town of Merrimack Naming Policy Review & Discussion [Tabled at the February 16, 2023 Town Council meeting]

DESCRIPTION OF ITEM

The Town Council to review and discuss the Town of Merrimack's Naming Policy.

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 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: | <u>Paul Micali</u> | Address | <u>6 Baboosic Lake Road</u> |
| Phone Number | <u>603-424-2331</u> | Email Address | <u>pmicali@merrimacknh.gov</u> |

APPROVAL

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

Hold for Meeting Date: _____



TOWN OF MERRIMACK, NH



A **RESOLUTION** of the Town of Merrimack, New Hampshire relating to parks and public facilities and creating a policy and procedure for **[placement of trees/Benches/Monuments and Historical Signs at Town parks as well as]** naming/renaming Town parks and facilities.

WHEREAS, the Town Council may have occasion to **[Place trees, Benches/Monuments/Historical signs at and]** name or rename Town parks and other facilities; and,

WHEREAS, it is appropriate to establish criteria and procedures for the official naming/renaming of Town parks and other facilities **[and such placement of Trees/Benches Monuments and Historical Signs]**; **NOW THEREFORE**,

THE TOWN COUNCIL OF THE TOWN OF MERRIMACK, NEW HAMPSHIRE HEREBY RESOLVES AS FOLLOWS:

Section 1.

A. **[The placement of trees, benches/monuments/historical signs and]** naming/renaming of Town parks and other Town facilities shall be in accordance with the procedures and criteria set forth below. Once adopted, name changes **[or relocation]** should occur on an exception basis only.

B. The following **[naming]** criteria shall be considered:

1. Neighborhood or geographical identification;
2. Natural or geological features;
3. Historical or cultural significance;
4. The articulated preference of residents of the neighborhood surrounding the public facility.
5. Facilities may be named for living persons provided they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donation(s) or when the individual has made an unusually outstanding public service contribution.

[C. Granite Benches donated to the Town of Merrimack must meet the following criteria:

1. Benches will be of natural grey granite only.
2. Bench surface shall be “sand” finished (not polished).
3. Seating surface shall be 61 x 15 inches.
4. The thickness of the seating surface shall be between 4 ½ and 5 inches.
5. The thickness of the legs shall be between 6 ½ and 7 inches

6. Legs shall be between 12 and 13 inches, front to back, and shall not extend beyond the seating surface.
7. Any engraving shall be of a grey or black Lithachrome and must be approved by the Town. Lettering shall be between 1 and 2 ½ inches.
8. The donor may request where the bench shall be placed from the available areas depicted in the applicable Park map.
9. If the donor does not choose a location, placement of bench will be at the discretion of the Town.
10. All benches must be pinned to the ground

D. For all other benches (wood or composite)

1. Bench surface shall be “smooth” low maintenance finished to withstand the elements.
2. Seating surface shall be 15 inches x 60 inches.
3. The donor may request where the bench shall be placed from the available areas depicted in the applicable Park map.
4. If the donor does not choose a location, placement of bench will be at the discretion of the Town.
5. All benches must be pinned to the ground
6. Any wording for engraving or plaques must be presented to the Town Council at the time of the request for approval
7. Engraving:
 - a. 2 inch high letters engraved with **black Lithachrome** font
 - b. Maximum 32 characters per board (including spaces)

[E]. Planting of trees must be low maintenance and natural to the park they are being requested to be planted in. Must be at least 2 or 3 inches or greater in diameter]

[F]. The following procedures shall be followed for [PLACEMENT OF TREES, BENCHES/MONUMENTS and SIGNS] naming/renaming of Town parks and other Town facilities:

1. If the Town Council determines, or a request has been made **[to name a Town Park]**that a Town park or other Town facility, ~~should be named or renamed~~ the Town shall solicit suggestions for names. All suggestions, whether solicited or unsolicited, shall be acknowledged and recorded by the Town. The Town Council may authorize the Parks and Recreation Committee, **[Conservation Commission, Historical Commission or Town Departments or committees and commissions]** to take public input and make a recommendation.
2. **[PLANTING TREES, PLACEMENT OF PARK BENCHES/ MONUMENTS, SIGNS, PARK AND FACILITY NAMING OPPORTUNITY REQUEST FORM]**

~~The Park and Facility Naming Opportunity Request Form~~ shall have been completed and submitted to the Town Council.

3. Following a review of recommendations, suggestions, and public comments, the Town Council shall determine the **[placement and/or (re)]nam[ing]** for the Town parks and other Town facilities.

~~[G]D.~~ The provisions of this procedure shall not apply to the application of donor recognition for such minor items as ~~benches, trees,~~ refuse cans, flagpoles, water fountains, or similar items.

ADOPTED this 9th day of March 2023.

Finlay C. Rothhaus, Chairman

Nancy M. Harrington, Vice Chair

Lon Woods, Councilor

Thomas P. Koenig, Councilor

Barbara Healey, Councilor

Andy Hunter, Councilor

Nancy Murphy, Councilor



Town of Merrimack
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PLANTING TREES, PLACEMENT OF PARK BENCHES/MONUMENTS/HISTORIC SIGNS, PARK AND FACILITY NAMING OPPORTUNITY REQUEST FORM

(Please print clearly)

Date: _____

Park **Location:** _____

Facility **Location:** _____

[NAMING:]

Type of Naming: **Memorial** **Honorific** **Sponsorship/Donor**

[MEMORIAL OR HONORIFIC ITEM PLACEMENT:

[Item: **Park/Facility Naming Only** **Tree Placement**
 Park Bench Placement **Monument Placement**
 Historic Sign Placement

Attach Sheet with the following information:

Proposal:

- Provide a paragraph describing the naming opportunity

Background/Rationale:

- Provide background on the naming opportunity including proposed name of the park or facility; background on the naming subject; background on gift where applicable; naming at other institutions where applicable; and other pertinent information.
- Where appropriate, provide biographical information about the honoree/donor, including details of his or her education and service to the community.
- Examine background for potential issues in terms of professional and/or personal history, previous naming, extent of the naming and provide options to resolve those issues.
- Identify possible positive and negative impacts to the Town of Merrimack including capital expenditures, reputational impacts, etc.
- Identification of desired plaque, statue, etc. and location for same.

Support:

- Outline how support has been confirmed (approval) with the donor or honoree/honoree's family (where appropriate), as well as with the Town of Merrimack; attach any relevant documentation.

Due Diligence Checklist:

- Honorific
- Memorial
- Sponsor or Donor
