



# 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: April 18, 2024  
Submitted by: Matt Casparius  
Department: Parks & Recreation

Date of Meeting: May 9, 2024

Speakers: Matt Casparius (if needed)

Time Required: 15 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 type="checkbox"/>

## TITLE OF ITEM

Request for a Memorial Bench in a Town Park

## DESCRIPTION OF ITEM

The Town received a request from the family of Jack E Lewis to install a memorial bench in one of the Town Parks. Jack E. Lewis was a lifelong resident of Merrimack until he passed away in 2023. He was married to the Hall Family of Merrimack and they lived on Hall Ave. He was a soccer and softball coach thru the MYA for many years and the family has requested a memorial bench to be placed in one of the Town Parks.

## 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>Nora Campbell</u>	Address	<u>2 Owls Court</u>
Phone Number	<u>603-4934259</u>	Email Address	<u>campbellme56@gmail.com</u>



# TOWN OF MERRIMACK

PARKS AND RECREATION DEPARTMENT  
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Merrimack, New Hampshire 03054

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## MEMO

TO: Paul Micali, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: May 18, 2024

SUBJECT: Town Council Agenda – Memorial Bench Request

Hi Paul,

The Town received a request from the family of Jack E Lewis to install a memorial bench in one of the Town Parks.

Jack E. Lewis was a lifelong resident of Merrimack until he passed away in 2023. He was married to the Hall Family of Merrimack and they lived on Hall Ave. He was a soccer and softball coach thru the MYA for many years and the family has requested a memorial bench to be placed in one of the Town Parks.

On April 17<sup>th</sup>, 2024, the Parks & Recreation Committee reviewed the application from the family. Given his history as a Coach with the MYA and in consultation with the MYA; the Parks & Recreation Committee voted 7-0-0 to recommend the placement of a Memorial Bench at Reed's Ferry Field #1 (Softball Field) along the 1<sup>st</sup> base line next to the dugout as shown in the photo below.





**Town of Merrimack**  
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 Merrimack, New Hampshire 03054  
 Phone (603) 424-2331; Fax (603) 424-0461

R E C E I V E D

APR 01 2024

TOWN OF MERRIMACK  
 TOWN COUNCIL'S OFFICE

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

(Please print clearly)

Date: 3-29-2024

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.

( REGINA LEWIS-MIDDLETON )

INTERESTED in purchasing a memorial bench for the town of Merrimack to memorialize my Mother - JACK E. LEWIS JR. 1956-2023

JACK LIVED IN THE ~~too~~ town of Merrimack his entire adult life. He was married to Luma Hall, they lived on Hall ave. and raised their three children there, Alicia, Jameison, and Holly. Jack coached and organized many sports events for the children of the community for many years. Soccer and softball come to mind. (Through most of the 90's.) I wanted him to be remembered and honored by his community - a reminder of someone who gave his time to help kids grow and enjoy sports. Any park setting would be fine.

Please inform me of additional costs and info.

Thanks for the opportunity.

Regina Lewis-Middleton  
315-730-5325