



May 3, 2022

At the May 2, 2022 Recreation Commission meeting, the following motion was made and passed unanimously:

"To recommend to the Board of Selectmen to adopt the proposed Living Legacy Program as presented."

We request that the attached policy be implemented to allow better planning and care of the parks.

Respectfully,

A handwritten signature in blue ink, appearing to read "T. Quinn".

Tiffany Quinn

Recreation Director



Living Legacy Program

Colchester Parks & Recreation has established a Living Legacy Program to provide residents with an opportunity to pay tribute to loved ones or celebrate a milestone and contribute to the Colchester community in a meaningful way. Interested donors can create a living memorial to commemorate a special event, recognize or memorialize a group or individual, establish a family tradition of giving, or simply add a new amenity or bit of beauty to the Colchester landscape. Whether you choose a native tree, shrub, bench, or picnic table, your contribution will benefit community members for generations to come.

Colchester parks are a great place for recreation, community activities, sporting events or gatherings with friends and family. By contributing to the beauty of the parks you can take pride in knowing your living memorial will be appreciated by so many. Your donation includes your living memorial selection, shipping costs, installation, engraving (if applicable) and upkeep (repairs and parts replacement) throughout the life expectancy of the item (approximately 10 to 15 years).

Policy

Colchester Parks and Recreation provides the public with many seating options where they can view wildlife, natural resources, recreation programs, and activities at our local parks. Providing additional seating and picnic tables through private donations benefits park users, reduces costs for the Town, and provides the public with opportunities to commemorate the loss or celebrate a milestone. For this reason, it is the policy of Colchester Parks and Recreation to accept donations from the public for the installation of memorial benches, picnic tables or native trees or shrubs in designated areas with the appropriate approval.

1. Application Process

- a) Members of the public may submit a request for a Living Legacy by applying online or through the mail.
- b) Once received, Colchester Parks and Recreation will work with the donor to evaluate the memorial request.
- c) When the memorial request is complete, Colchester Parks and Recreation will seek input from all Town departments that might have an interest or stake in the memorial. This includes, but is not limited to the Tree Warden, Public Works, Historic Commission, etc.
- d) Once all reviews have been completed and details accepted, the Recreation Director will present the application to the Recreation Commission for final approval. They may seek further information or make changes to the application as they deem necessary.
- e) Once approved by the Colchester Parks and Recreation Commission, the Recreation Director will contact the donor to finalize the donation, payment, and installation details.
- f) Payment must be made in full by the applicant prior to ordering any memorial.
- g) The donor will make payment to the Town of Colchester and the Town will purchase the memorial and arrange for delivery and installation.

2. Guidelines

- a) All Living Legacy native trees/shrubs will be given a 2-year guarantee and will become Town of Colchester property upon planting.
- b) In the event the native tree/shrub should fail to survive in these two years, the Town of Colchester provide one replacement native tree/shrub at or near the original planting site.
- c) Approval for native tree/shrub placement will be contingent upon several factors including safety, appropriateness, tree/shrub type, and other environmental considerations.
- d) All memorial benches and picnic tables will remain in place for the duration of the structure's lifespan. At the end of this period, Colchester Parks and Recreation and/or Public Works Department may, at its discretion, replace or remove the bench or picnic table.
- e) The Town of Colchester holds ultimate ownership over all memorials.
- f) It is prohibited for applicants to decorate, personalize, or add adornment to any memorial.
- g) Special maintenance requests for specific memorials will not be granted except in cases of safety concerns, or damage.
- h) If a memorial is vandalized or damaged by an act of God, the Town of Colchester will make every effort to repair the memorial within the limits of its available funding.
- i) If the memorial cannot be repaired or replaced, and if the memorial is a hazard or is unsightly, Town of Colchester may remove it.
- j) Any memorial which is installed without the approval of the Colchester Parks and Recreation Commission may be removed at the expense of the party who installed the memorial.
- k) The Town of Colchester reserves the right to relocate the memorial for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location with as much advance notice as possible.
- l) Memorials cannot endorse any religion or religious belief, political party, have any obscene connotation or demean any racial or ethnic group or be derogatory or offensive as measured by contemporary community standards.
- m) The Colchester Parks and Recreation Commission reserves the right to reject any proposal that does not meet this policy; may be detrimental to public health, safety, and well-being; violates any Town, State or Federal laws, charters, ordinances, or policies; or discriminates against any person or group.
- n) The placement of Living Legacy memorials and the recognition of donors will be consistent with the location of the donation and as unobtrusive as possible, complementing the environment in which it is located, at the discretion of the Town of Colchester or designee.
- o) Memorial commemoration plaques, engraving or plates will be ordered and installed by Colchester Parks and Recreation. These will be consistent throughout the park and may contain information such as the donors name, date, memorial or "in honor of".

FOR MORE INFORMATION, PLEASE CALL THE RECREATION OFFICE AT (860) 537-7297

Living Legacy Donations

1. Memorial Native Tree/Shrubs donations are \$300-\$1000

Select from native trees or shrubs, which can be planted in a community park. Your donation includes your native tree/shrub of choice, planting, continued care, and maintenance. A memorial plaque will hang at the Town Hall honoring all of the native tree/shrub memorials planted at Colchester parks.

2. Memorial Bench donations are \$2000 to \$4,000

Benches are available in 4', 6' and 8' lengths. They can be customized with color inlay engraving on the back rest. Benches are estimated to last up to 20 years. They are UV protected, made of 100% recycled plastic that won't split or fade. (Bench designs may vary depending on the park characteristics)

3. Memorial Picnic Tables are \$2000-\$5000

Picnic tables are available in 4', 6' and 8' lengths. Picnic tables are estimated to last up to 20 years. They are UV protected, made of 100% recycled plastic that won't split or fade. Picnic tables that meet ADA requirements and seating for a wheelchair are also available. (Picnic table designs may vary depending on the park characteristics)



LIVING LEGACY DONATION
APPLICATION

Complete the Living Legacy donation form below and drop it off or mail it to the Colchester Parks & Recreation Department. Once your form is received, a Parks & Recreation representative will contact you to discuss donation details including specific size and type of donated amenity, installation, life expectancy, and how to process your contribution.

Full Name:

Address:

Phone:

Email Address:

In Memory/Celebration of:

Please select your preferred donation, followed by the desired location for placement.

_____ I'd like to donate a native tree (\$600-\$1000) Amount I would like to spend _____

_____ I'd like to donate a native shrub (\$300-\$600) Amount I would like to spend _____

_____ I'd like to donate a bench (\$2000-\$4,000) Amount I would like to spend _____

_____ I'd like to donate a picnic table (\$2000-\$5000) Amount I would like to spend _____

Please indicate the location (address or park name) in Town where you'd like your memorial to be placed. (Favorite options include the RecPlex, Ruby Cohen Woodlands, Town Green Airline Trail Spur):

Preferred Park and location: _____

FOR MORE INFORMATION, PLEASE CALL THE RECREATION OFFICE AT (860) 537-7297
MAIL APPLICATIONS TO: 127 NORWICH AVE., COLCHESTER CT 06415
APPLY ONLINE AT WWW.COLCHESTERCT.GOV/RECREATION-DEPARTMENT