



# TOWN OF WELLFLEET

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To: Board of Selectmen  
CC: COA & DPW Directors  
From: Harry Terkanian, Town Administrator  
Subject: Guidelines for Privately Purchased Benches on Town Property  
Date: June 30, 2014, Revised August 6, 2014

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Board of Selectmen has stated a preference for bench placement to be handled by the Town's Administration Office, rather than through the "use of town property" process. Property which has been placed under the care custody or control of a specific Town department, such as the School Department, Library Trustees or the Conservation Commission, are not subject to the procedures outlined in this memo. In executing that charge the Town Administrator has determined that the following requirements and considerations will be applied:

1. Properties under the care custody or control of specific Town departments, such as the School, Library or the Conservation Commission, are not under the control of the Town Administrator and these guidelines do not apply to such properties.
2. All benches and plaques on them will be of uniform design consistent with the existing benches at the Marina and will include a 3 inch by 12 inch bronze plaque with text of the donor's choice.
3. Benches will be ordered, assembled and installed by the town DPW department on a "time available basis" after receipt of funds and approval of location by the Town Administrator.
4. The current (August 6, 2014) cost to purchase, assemble and install each bench is \$1,200.00 which should be paid by check payable to the Town of Wellfleet accompanied by an application with the required information and a signed acceptance of these guidelines. Potential donors should verify that a location is available before sending any funds.
5. Locations appropriate for additional benches will be determined by the Town Administrator after consultation with the DPW Director and those officers, boards or committees having responsibility for each Town property. The objects are: 1) to identify areas where additional benches will be useful and will not clutter or impair the ability of the public to use the area or of the Town to maintain it; and 2) to identify areas where existing benches should not be replaced when they become unserviceable or are otherwise inconsistent with this policy.
6. Currently (as of June 30, 2014) available locations:
  - a. Long Pond: 3, in consultation with the Beach Administrator
  - b. Gull Pond: 4, in consultation with the Beach Administrator

- c. Council on Aging: up to 6 depending on final configuration of the garden, in consultation with the Council On Aging Director
- 7. When benches become unserviceable due to age or damage, they will be removed by the DPW. To the extent reasonably possible the donor will be offered an opportunity to recover any attached plaque. If the bench being removed is in a location where a bench remains appropriate the original donor will be offered an opportunity to fund replacement or repair of the bench.
- 8. Benches are limited to “one to a customer.” Some flexibility and judgment will be required in the exercise and application of this rule. Donors may not be offered an opportunity to replace a bench which is to be removed as damaged or unserviceable if replacement would violate the “one to a customer” rule.
- 9. The Town will not warrant the condition of the benches and does not undertake to maintain them in any particular state. The economic risk of wear and tear, damage or theft remains with the donor. Donors will be requested to acknowledge their understanding and agreement with these guidelines.