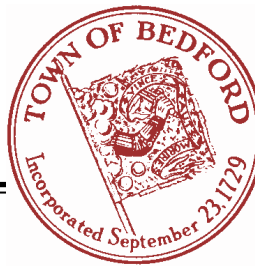


TOWN OF BEDFORD

DEPARTMENT OF PUBLIC WORKS



314 THE GREAT ROAD
BEDFORD, MASSACHUSETTS 01730

TEL: 781-275-7605
FAX: 781-275-9010

Date: July 7, 2021
To: Sarah Stanton
From: David Manugian
Re: **Terms for Bench Donation**

Judith McCabe has requested that she be allowed to donate a bench in her son's honor at the high school, and that the Town maintain it. This is becoming a common request and we would like to set some terms for accepting the donation.

We recommend the following terms:

1. The donor and the Town will agree to meet to discuss the donation and general terms of the donation, including what is being donated and the expected period of maintenance for the donation;
2. A gift account to be set up for the donation;
3. The Town will specify the materials and method of installation; and
4. All Boards and Committees with jurisdiction over the land or maintenance of the donation will approve prior to accepting the donation.

Ms. McCabe has met with Town staff to discuss the proposed bench and location (see the attached sketch) and staff is comfortable with the location. Ms. McCabe will provide funds for a six-foot DuMor all-steel bench with rosettes and a plaque. This is a town-standard bench and the expected life is at least twenty five years.

Prior to any work being completed the Town will seek approval from the School Committee as well as the Select Board.

Public Works recommends the following motion:

I move that the Select Board accept the donation of a bench by Judy McCabe as outlined on the memo from Public Works dated July 7, 2021.