



CITY OF MANCHESTER

Adopt-A-Site Policy
March 8, 2012
DRAFT

- I. Program Intent
 - a. The Intent of the Adopt-A-Site Program is to partner with the community to beautify new areas and provide maintenance services not currently being performed on City owned land.

- II. Program Description
 - a. The City will enter into an agreement with an adopter to develop, professionally maintain, or provide cleanup at specifically designated adoptable sites for a specified period of time. In exchange for the monetary donation or in-kind services, City-wide recognition of the adopter will be physically placed at the site. For volunteer efforts, recognition will be made through a Certificate of Appreciation and also listed on the Adopt-A-Site website.
 - b. All administrative operations of the Adopt-A-Site Program will be managed by the Highway Department.

- III. Program Levels
 - a. Program Sponsor
 - i. Program Sponsors select a Capital Improvement Site as indicated on the Adopt-A-Site Map in Appendix A and sponsor the development of the site.
 1. Sponsorship consists of a monetary donation in the amount indicated for the specified area, or
 2. In-kind services for the excavation, installation and establishment of the specified area by a qualified landscaping contractor
 - ii. The specified capital improvements shall follow a landscape plan provided by the Planning and Community Development Department, or be approved by the City of Manchester prior to installation.
 - iii. Any proposed plantings shall be selected from the Approved Planting List in Appendix E, or approved by the Highway Department.

- iv. Program Sponsorships shall be a one-time contribution, but will include two years of professional maintenance to ensure proper establishment.
- v. Program sponsors shall be recognized with a permanent sign at the adopted site per Section VII of this policy.
- b. Professional Maintenance
 - i. Professional Maintenance Sites consist of maintaining previously landscaped areas by a qualified landscaping contractor as indicated on the Adopt-A-Site Map in Appendix A.
 - 1. Adoption of a Professional Maintenance Site consists of a monetary donation in the amount indicated for the specified area, or
 - 2. In-kind service by a pre-qualified professional landscaping contractor.
 - ii. Only pre-qualified landscaping contractors shall be permitted to perform the maintenance required at the site.
 - iii. The adoption period shall be for a period not less than two years, with an option to renew on an annual basis thereafter.
 - iv. Professional Maintenance shall be performed between April 1 and November 15 of the same calendar year.
 - 1. Maintenance tasks to be performed on a bi-weekly basis shall include, but are not limited to:
 - a. Mowing
 - b. Weeding
 - c. Cleaning up trash and litter
 - d. Reporting graffiti and vandalism
 - 2. Maintenance tasks to be performed on a semi-annual basis shall include, but are not limited to:
 - a. Planting annual flower beds
 - b. Mulching
 - c. Pruning
 - v. Professional Maintenance Adopters are required to provide the City with a Maintenance Report Document in Appendix D describing their services for each visit
 - vi. Professional Maintenance Adopters shall be recognized with a name placard affixed to a permanent sign at the adopted site.
- c. Non-professional Volunteer
 - i. Non-professional volunteers shall provide general cleanup for designated sites as indicated on the Adopt-A-Site Map in Appendix A.
 - ii. The adoption period shall be for a period not less than two years, with an option to renew on an annual basis thereafter.
 - iii. The adopting volunteer or volunteer organization is responsible for performing the tasks on a monthly basis between April 1 and November 15 of the same calendar year as outlined below:
 - 1. Litter Cleanup

2. Weeding
 3. Raking planting beds.
 4. Report broken equipment or site furnishings
 5. Report missing equipment or site furnishings
 6. Collect downed branches and other organic debris
 7. Properly dispose of animal waste
 8. Report graffiti and vandalism.
- iv. Additional tasks (painting, plantings, benches, etc.) require prior written permission from the City of Manchester's Parks, Recreation and Cemetery Division.
 - v. Non-professional volunteers shall provide the City with a Maintenance Report in Appendix D describing their services for each visit.
 - vi. Non-professional volunteers shall be recognized for their efforts with recognition on the Adopt-A-Site Website and a signed Certificate of Completion signed by the Mayor, Ward Alderman and the Aldermen at Large to thank them for their services.

IV. Adoption Process

a. Inquiry

- i. Adoptable Sites are shown on the Adopt-A-Site Map in Appendix A.
 1. The official Adopt-A-Site Map will be managed through the Highway Department and updated as needed
 2. The Adopt-A-Site Map will be posted to the Adopt-A-Site website, and updated as needed to communicate the availability of the adoptable sites.
- ii. Proposed sites are not shown on the Adopt-A-Site Map. Prospective adopters can propose a new site to the Highway Department.
 1. Proposed Sites have to be approved by the Highway Department prior to being adopted.
 2. Once a proposed site is determined to be adoptable, the site shall be added and labeled as either a Capital Improvement Area, Professional Maintenance Area, or Volunteer Cleanup Area to the Adopt-A-Site Map

b. Application

- i. All Program Sponsors, Professional Landscape Contractors and Non-Professional Volunteers are required to fill out an application contained in Appendix B.
- ii. The completed application shall be submitted to the Highway Department for acceptance and approval.
 1. The Highway Department shall determine the completeness of the application

2. The Highway Department shall approve or deny the application and notify the applicant in writing of the determination.
- c. Agreement
 - i. Upon approval of an application, the Highway Department shall send the prospective Adopter an Agreement as shown in Appendix C.
 - ii. Both the Adopter and the City are required to execute the Agreement prior to any work beginning at the site.

V. City Responsibilities

- a. Pre-Qualify professional landscapers for areas requiring professional maintenance, as shown on the Adopt-A-Site Map listed in Appendix A.
- b. Obtain liability waivers from all Adopters.
- c. Provide up-to-date documentation of the adoptability of the site.
- d. Provide non-professional volunteers with equipment to perform their agreed upon duties including, but not limited to:
 - i. Trash bags
 - ii. Gloves
 - iii. Rakes
 - iv. Shovels
 - v. Yard waste bags
- e. Approve or deny potential adopters
- f. Create and maintain a CIP project account for Adopt-A-Site Program related donations and expenditures.
- g. Provide an annual report to the Board of Mayor and Alderman on the status of the Adopt-A-Site program.
- h. Ensure that any and all improvements on City land follow all local, state and federal regulations, ordinances and guidelines, where applicable.
- i. The City reserves the right to terminate the program at any time.

VI. Adopter and Sponsor Recognition

- a. All Adopters shall be listed on the City's Adopt-A-Site Website, with links to their respective websites, as applicable.
- b. Program Sponsors shall receive a permanent sign at the site location engraved with their name and logo.
 - i. Signage shall be furnished by: Jutras Signs of 30 Harvey Road, Bedford, NH 03110.
 - ii. Examples of Program Sponsor Signage are as shown in Appendix F.
- c. Professional Maintenance adopters shall receive a removable placard placed on a permanent sign at the site location with their Organization's name. The Organization's name remains on the sign until the Adopter either breaks their Agreement with the City, or chooses not to renew.
 - i. Available sites for professional maintenance shall have a placard inserted with the wording, "Available for Adoption"

- ii. Examples of Professional Maintenance Signage are as shown in Appendix F.
- d. Non-Professional Volunteers shall receive a “Certificate of Appreciation” signed by the Director of Public Works, The Mayor and the Ward Alderman.

VII. Grandfathered Sites

- a. Sites currently adopted by an organization or company shall be indicated and recognized per the terms in this Policy.
- b. The currently adopted sites shall be required to enter into an agreement with the City two years after the approval of this Policy, and are subject to the terms of renewal.
- c. Adopted sites that are not identified as part of this program can submit for the program under the application terms outlined in Section IV-b. Upon approval of an Application and Agreement, the Adopter shall receive recognition per the terms of this Policy.

VIII. Appendix

- a. Adopt-A-Site Map
- b. Application
- c. Sample Agreement
- d. Reporting Form
- e. Approved Planting List
- f. Signage Examples
- g. Hold Harmless and Indemnification Waiver