Town of Tewksbury Massachusetts
Town Hall 464 Main Street, Tewksbury MA, 01876
978- 640-4300 Fax 978.640-4302.
Email: rmontuori@tewksbury-ma.gov
http://www.tewksbury-ma.gov/

Town of Tewksbury: Adopt an Island Program Guidelines

The Town of Tewksbury's Adopt-an-Island Program provides opportunities for companies, civic groups, institutions and individuals to adopt a traffic island or other public space and create attractive, welcoming "oases" throughout the Town.

Once adopted, sponsors agree to create a simple landscape plan, monitor their public space and maintain it throughout the season as outlined below. Plantings need not be elaborate but should create an appealing natural element. Participants are encouraged to utilize high impact/low maintenance plants wherever possible.

Maintenance will range from basic mowing, watering, weeding and litter control to more extensive efforts such as the planting of flowers.

The Town of Tewksbury maintains a list of islands/public sites available for adoption and assigns spaces on a **first-come, first-served basis.** Prior year participants will be given first right to "re-adopt" the same space. Agreements will be for three years. Contact Richard Montuori, Town Manager to review options, discuss ideas and submit an application.

Adopters will:

- Identify a traffic island or roadside area from the list of available sites that they wish to enhance and consider the type of improvements they want to propose. In addition to traffic islands other public spaces can be considered.
- Purchase the plants and install according to plan or contract with a landscape company to do so.
- Install any plantings by the third week in May and maintain the bed until the first frost in October and clean-up for overwintering.
- Utilize only natural materials; **plastic, silk or other imitation plants, flowers or materials will be removed.**
- Water and remove litter, replace plants as needed throughout the year.
- Maintenance includes mowing, trash removal, weeding, watering, spreading of mulch where applicable and revitalizing and replenishing throughout the season.
- Where they might interfere with traffic safety, plants cannot exceed 24 inches in height or spread onto the roadway as they grow, or in any way obscure the visibility of passing drivers or pedestrians.

In return the Town of Tewksbury will:

- Provide and install an "Adopt and Island" sign recognizing the Adopter's efforts (no other signs or signage will be allowed on an island or close cluster of islands).
- Provide loam and mulch at the Public Works Department for pickup by Adopters.

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Application Form

Date:_____

Contact Name:_____

Organization:_____

Address:_____

Phone Number:_____ E-Mail: _____

Additional Point Person

Name:_____

Address:_____

Phone Number:_____ E-Mail: _____

Please use the space provided below to identify which island you would like to adopt and why. If you do not know the name of the island, please write its address or location.

_____

_____

_____

What enhancements do you propose to make to this island?

_____

_____

_____

_____

Will the work be done by you or contracted out to private landscape company?

_____

If contracted out, please provide name of company.

_____

What would you like to be written on the Adopt-an-Island sign?

_____

_____

Please attach plan if applicable and fill out Agreement on reverse side and mail/Fax or Email to:

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Agreement

This document serves as an agreement between _____ and the Town of Tewksbury.

I, _____, agree to maintain the traffic island located at _____ for three (3) years or until I am no longer able to perform this duty. If I am unable to continue my duties as an Island Adopter, I will notify the Town Manager's Office.

I further agree that the island will be maintained aesthetically and in accordance with all known safety regulations. In exchange for this service, the Town of Tewksbury agrees to provide:

- An "Adopt and Island" sign recognizing my efforts
- Mulch for pickup by Adopters at the Department of Public Works, 999 Whipple Road Tewksbury, MA 01876. Adopters must show certificate of program participation at time of pickup.
- Pickup of yard waste bags for end of season cleanup

I understand that I will be given first option to re-adopt this island. I further understand that failure to properly maintain the above mentioned traffic island as agreed will result in my forfeiture of the island and removal of any sign bearing my name or the name of my business or organization.

Signature:_____ Date:_____

Mulch Pickup Record

Date/Reason (initial cover; refresher)

_____ _____

_____ _____

Mulch Pickup Protocol

The Adopt an Island Program provides mulch for Adopters who plant and maintain their island in accordance with their agreement.

Adopters must pick up whatever mulch they need at the Public Works Department, 999 Whipple Road.

Access to mulch will be provided as follows:

1. Adopters must present their Agreement to staff at each facility
2. Staff will keep a record of Adopter's name and date of pickup and note pickup date on Adopter's agreement
3. Adopters will be directed to the store pile of mulch and will fill bags, barrels or back of pickup with mulch adequate for their island's needs
4. No vehicles larger than a pick-up truck will be allowed to take on mulch.