

Goffstown Adopt A Spot Program

Program Rules

A. Purpose

The Adopt A Spot Program is developed to give volunteer groups, businesses and citizens of the town of Goffstown an opportunity manage the cleanup of litter from adopted sections of Town maintained roads or properties. The program will allow for greater community involvement in keeping the Town free from litter. Signs will be used to recognize the responsible group. The following rules will be used to administer the program and ensure positive program results. Safety and minimum program requirements each group must follow are outlined in the rules.

B. Definitions

Area: Street, part of road or other town maintained area.

Coordinator: Main contact between the group and the DPW.

DPW: Department of Public Works.

Group: Business, citizen, organization, volunteer.

Group Coordinator: Same as Coordinator defined above

Safety Person: A representative from the Group that has been assigned the responsibilities of safety training and oversight

Town Coordinator: DPW representative administering the program

Participant: Member of a group, including volunteers

C. Applications

1. Each group that would like to participate in the program will submit application through the Department of Public Works. The application will include general information about the group, including but not limited to:

- a. Date of application.
- b. Name of the Group
- c. Mailing address, telephone number of the main contact person of the group.
- d. Number of volunteers expected to participate.
- e. Identification of at least 2 potential areas the organization would like to adopt.

2. The Department of public works will review all applications and deny requests for areas that are already adopted or are deemed inappropriate by the DPW for safety or other reasons. Final decisions regarding all aspects of the Adopt A Spot program are discretionary and are base on the Program Rules and any other considerations deemed pertinent.

D. Contract

1. Once an application is approved and an area is agreed upon by both the group and the DPW a formal contract will be signed outlining all of the requirements of the

program. The group will need to follow the minimum requirements outlined in the contract.

2. The Adopt-A-Spot contract will include, but not be limited to, the following:
 - a. An acknowledgment of the hazardous nature of roadside work required for litter clean up.
 - b. An acknowledgment that the coordinator will distribute all related safety gear and training information as required.
 - c. An agreement related to the specific times, frequency, and collection of materials.

E. DPW Responsibilities

1. The DPW will provide the following duties for groups that have accepted the contract terms:
 - a. Provide safety training and equipment (signs, safety vests) to the group coordinator.
 - b. Provide trash bags for the collection event.
 - c. Administer agreements and contracts to ensure all groups get a fair chance at locations requested.
 - d. Provide signs acknowledging area and participation in the program by the group.
 - e. Schedule the pick up of all wastes collected during the event.

F. Groups Responsibilities

1. The group coordinator and its group will be responsible for the following:
 - a. Groups complete all application and operation follow up forms.
 - b. Propose dates and coordinate with the DPW on scheduling events and obtaining required safety gear and training.
 - c. Groups will adopt a spot for a minimum 2 year term.
 - d. Require all individuals involved sign safety orientation sheet the day of each event.
 - e. All group members must understand the Safety Checklist. All items listed on the Safety Checklist are considered part of the agreement terms and rules. A signed Safety Checklist form must accompany the Adopt A Spot Agreement form.
 - f. Each area will be cleaned a minimum of twice per year in both directions.
 - g. Designate a group coordinator to interact with the DPW.
 - h. Place all materials collected in bags that can be sealed and place near the edge of the road or at an agreed location for DPW collection.
 - i. Require minors to have parental consent.
 - j. Provide first aide supplies and response to minor injuries.
 - k. No group member under court order to provide community service can participate in a clean up event.
 - l. Group volunteers and their legal guardians will be required to sign waivers of liability and hold harmless agreements
 - m. The Group, not the Town or its agents, is responsible for the activities of its participants while involved in the program

G. Liability

1. The Group will hold harmless the DPW and its agents from claims arising out of work and services provided, as well as, any and all claims based on the negligence and intentional conduct of any participant. The Group must provide primary insurance coverage for the group, including participants. The Group is responsible for the supervision and activities of its participants as well as, determining the appropriate age of their volunteers.

H. Termination

1. The DPW can in its discretion terminate a group for any of the following reasons:
- a. The group fails to renew its term within 30 days of its termination.
 - b. The DPW discontinues the program.
 - c. Any member of the group engages in unsafe activity.
 - d. The group fails to comply with minimum program standards.

H. Renewal

1. The group can renew its agreement in writing for the current location 30 days prior to the end of the contract. If the group wishes to adopt a new location it must be noted on the renewal notification. Any change regarding the groups' coordinator or other contact information must be made at the same time.

J. EFFECTIVE DATE

This program shall become effective on March 1, 2003

Board of Selectmen:

Signed: _____ Robert L. Wheeler, Chairman

_____ Bruce F. Hunter

_____ Henry C. Boyle

_____ Barbara J. Griffin

_____ Philip A. D'Avanza