

# Terms of Agreement

## Between the Town of Carlisle and the Friends of Center Park Task Force

- 1) Center Park at 42 Lowell Street in Carlisle, Massachusetts is a 0.6-acre public park owned and administered by the Town of Carlisle. The park was developed using a combination of donated and town funds, and was professionally maintained until December, 2018.
- 2) In March, 2019, a volunteer group currently known as the Friends of Center Park Task Force (hereinafter called the Task Force) proposed a plan to manage and maintain the park landscape using gardening classes supervised by certified volunteers from the Massachusetts Master Gardeners Association (MMGA).
- 3) As those classes continue, the Task Force is in the process of organizing and submitting information to incorporate the Friends of Center Park as a non-profit organization. An application to form a Massachusetts corporation is now being prepared and is scheduled to be filed within the year. After the corporation is approved, an application for 501(c)(3) non-profit status will be filed with the Internal Revenue Service of the U.S. Treasury Department. When these approvals are obtained, the organization shall be known as the Friends of Center Park, Inc. – a 501(c)(3) non-profit corporation governed by its officers and Board of Directors, subject to the bylaws of the organization.
- 4) In the interim, and after the applications are approved, the Task Force/Friends Board agrees to administer key activities to ensure the orderly operation of the park, as follows:
  - a. The Friends' **Horticulture Committee** agrees to maintain the existing garden beds in the Park. Certified volunteers from the MMGA are currently offering an approved outreach program of free monthly gardening classes (April to October) that provide effective bed maintenance.
  - b. The Friends' **Events Committee** agrees to coordinate events in the park, in order to educate and involve the public in the use and enjoyment of the park. Specifically, the committee will advertise the park's availability, implement a scheduling process, and prepare appropriate documents to explain park guidelines.
  - c. The Friends' **Communications Committee** agrees to create a new Center Park website and social media accounts to attract community involvement.
  - d. With the guidance of the Friends' **Fundraising Committee**, the organization agrees to raise funds to support ongoing expenses such as website fees, plants, gardening supplies and future improvements to Center Park, by holding periodic fundraisers and fund drives to collect contributions from interested citizens.
- 5) The Town agrees that its Department of Public Works (DPW) will continue to provide snow removal, lawn mowing, town mulch, oversight of the irrigation system and all tree work for the Park.
- 6) The Task Force – and later, the Friends' Board – agree to maintain open, periodic communication as requested by the Town Administrator and DPW Superintendent to review progress in the corporation process and discuss any issues in a timely fashion.
- 7) The Friends agree to collaborate with the Carlisle Garden Club to organize twice-yearly community clean-up tasks for Center Park in early spring and late fall.
- 8) This Agreement shall be valid for 5 years.
- 9) In the event the Town and the Friends mutually agree that the Task Force or the Friends are unable to maintain the garden beds, the beds and the landscape revert to the care of the DPW.

Signature ARC Saylor Alison Saylor Date 9/24/2019

Signature Timothy Goddard Tim Goddard Date 9/24/19