



## **TOWN OF CASTLETON**

**263 Route 30 N**

**Bomoseen, VT 05732**

**(802) 468-5319**

POLICY LETTER# 04-02-2019

CASTLETON SELECT BOARD

MEMORANDUM FOR RECORD

SUBJECT: Revised Policy on Award and Operation of Coin Drops

1. Purpose. This policy is to regulate and control the time, location and duration of coin drops, the groups that may operate them, and to limit the number of coin drops allowed, pursuant to and in compliance with any and all applicable state statutes.
2. Applicability. This policy is applicable to bonafide charitable or non-profit groups, organizations or associations that provide services, programs and/or activities to the residents of Castleton on a regular and nondiscrimination basis.
3. Policy. The policy of the Town of Castleton is that no person(s), group(s), organization(s) or association(s) shall operate a coin drop in the Town of Castleton without the express written consent of the Select Board. Additionally, the following apply:
  - a. The Town will allow a total of six (6) coin drops to be held between Memorial Day and end of October of any given one-year period. Except for the provision stipulated in 3b, coin drops will be granted by lottery at the first meeting in May.
  - b. The Castleton Fire & Recreation Commission shall be granted permission annually and given their choice of dates. If a total of six (6) requests are not received by April 30th, then the Select Board reserves the right to award an additional coin drop to organizations or agencies already granted one, giving consideration to the Castleton Recreation Commission, the Castleton Fire Department, and then any other organization or agency, in that order.

- c. No coin drop will be allowed any earlier than 9:00 A.M. or no later than 4:00 P.M.
  - d. The Select Board reserves the right to require the sponsors of any coin drops to provide a Certificate of Liability Insurance as a condition of approval.
  - e. The Select Board reserves the right to revoke permission to hold a coin drop at any time when it deems such action to be in the best interest of the Town.
  - f. The Select Board reserves the right to establish the location of any and all approved coin drops.
4. Responsibilities.
- a. A letter requesting a coin drop shall be addressed to the Select Board and delivered to the Town Manager's Office prior to the April 30th.
    - (1) The letter must specify the requested date of the coin drop, hours of operation, requested location, the name of benefitting organization, a primary contact person, and a contact method.
  - b. The person(s), group(s), organization(s) or association(s) soliciting donations shall give some form of visual acknowledgement when a donation is made.
  - c. Any person(s); group(s), organization(s) or association(s) that seeks approval of a coin drop request, shall agree to hold the Town of Castleton, its officials, employees and agents harmless of any injury, damage, or liability arising from any accidents or injuries suffered as a result of a coin drop. Children ages 10 to 16 years old may solicit under the direct supervision of an adult associated with group, organization, or association, and who shall remain within 3 feet of the minor child(ren) at all times during such activity. Children under 10 years of age shall not be allowed to be in a Town highway, road, or street for the purpose of coin drop activities.
5. Appendices. The person(s), group(s), organization(s) or association(s) shall adhere to the Safety Signage requirements in appendix 1.
6. Organizations shall contact the Castleton Police Department 30-minutes prior to the scheduled start time of their coin drop by calling (802) 468-5012 and requesting an officer to come and verify the coin drop location and that all requirements of Appendix have been met. Organizations who are not set up in the correct location or who are not in compliance shall not be allowed to start the coin drop until they are in compliance.

\* Approved by the Board of Selectmen the 22nd day of April 2019 rev. 12<sup>th</sup> day of June 2023.  
Most current revision is June 12, 2023. All previous editions of the coin drop policy are obsolete.

The person(s), group(s), organization(s) or association(s) shall adhere to the attached Safety Conditions.

Approved by the Board of Selectmen the 12th day of June 2023

SELECT BOARD MEMBERS

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James Leamy

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Richard Combs

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Joseph Mark

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Mary Lee Harris

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Robert Spaulding

Attachments:

Safety Signage Requirements (2)

# **TOWN OF CASTLETON**

## **APPENDIX 1**

### **Safety Signage Requirements**

#### **SAFETY CONDITIONS FOR CONDUCTIONG A SOLICITATION ON TOWN HIGHWAYS**

- 1. Sign shall be a minimum of 36" x 36" in size and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). Sign stands shall be crashworthy meeting the National Cooperative Highway Research Program (NCHRP) 350 Report requirements. Signs and stands to be provided by the applicant.**
- 2. 28" Traffic cones or drums meeting requirements as above shall be used to channel traffic.**
- 3. No traffic control devices shall be set to require travelers to stop and no verbal or written implications that failure to stop is illegal shall be given.**
- 4. No solicitation shall take place within 750' of a signalized intersection, or within 1500' of a jurisdictional change (state highway line), unless specifically approved by the legislative body.**
- 5. All participants involved shall wear retroreflective safety vests (ANSI 107-2015 standard performance for Class 2 risk exposure).**
- 6. The name of the "not for profit" organization is question shall be on a banner or sign.**
- 7. No solicitation shall take place on limited access highways**

