



OFFICE OF THE MEMORIALS AND MOMUMENTS COMMITTEE
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
978-649-4514

MEMORIALS AND MOMUMENTS COMMITTEE MEETING MINUTES

Approved: **January 8, 2018**

Meeting Date: **Monday, November 13, 2017**

Scheduled Agenda Items.

1. Review and approval of October 16, 2017 meeting minutes
2. Committee Issues for Discussion and Review
 - A. Monument Specification Standards and Policies
 - B. Discussion of creating a list of Town maintained monuments

Meeting Minutes.

1. The committee was called to order at 5:29 PM with quorum present. Attending for the committee were: Alan Chaney, Joseph Dean, Dana Metzler, and Philip DeNyse.
2. The first order of business was to review the minutes of October 16, 2017. The minutes were approved 4-0 and will be posted to the Town web site.
3. The primary meeting's purpose was to review the proposed draft MMC policy or bylaw for operation of the committee and maintenance and acceptance of new memorials. A revised draft with the October meeting revisions was presented by Mr. DeNyse. Those present offered comments and changes. These changes will be incorporated in the next draft to be review at the next MMC meeting. The discussed draft policy or bylaw is enclosed in these minutes. Additionally, Mr. Chaney presented a draft application form for review. This form, when adopted by the MMC, will be the method for submitting requests for the placement of memorials, monuments, or historical markers on town property. An additional consideration for the form was discussed regarding how the memorial or monument would be maintained in the future.

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4. The meeting was adjourned at 5:58 PM. The next meeting will be on January 8, 2018 at 6:00 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Memorials and Monuments Committee Recorder

Enclosure:
Draft Memorials and Monuments Bylaw, November 13, 2017

Enclosure –Draft Memorials and Monuments Bylaw. Original dated Oct 16, 2017
(Revised Nov 13, 2017)

1. Policy

a. Definitions.

- i. Memorial. A monument or ceremony which honors a person who has died or serves as a reminder of an event in which many people died.
- ii. Monument. (1) A building, statue, stone, marker etc., which honors a person or event; or (2) a building or place that is important because of when it was built or is of historical significance.
- iii. Sign. Any billboard, display, light, figure, painting, drawing, poster, object or device, whether fixed or movable, which advertises, promotes or calls attention to any business, article, substance, idea or any other thing or concept, including both the supporting structure, fixtures and informative contents thereof, excepting the memorialization of person(s) or events.
- iv. Plaque. A commemorative or identifying inscribed tablet, panel, plate, or similar item, affixed to an existing structure.

b. Designation.

- i. The memorialization of a person or an event shall have a direct connection to the Town of Dunstable. Topics suitable for memorialization shall include service in the armed forces in time of war, conflict, or other national emergency; personal accomplishments including national elective or national appointed office, receipt of notable national or international awards, discoveries of unique and lasting contribution to the Commonwealth or Nation; or recognition of disaster or

significant calamity in which the loss of life occurred within the Town of Dunstable or directly affecting its residents.

c. Location.

- i. No person, organization, or other organized body of persons, or corporation to include any Town board or committee or department shall install, construct, or emplace a memorial or monument on public land without the prior approval of the MMC. This provision shall not apply to the public lands under the jurisdiction of the Dunstable Cemetery Commissioners.

d. Application.

- i. Any person, organization, or corporation desiring to install, construct, or emplace a memorial or monument on Town public lands shall submit an application containing required information specified by the MMC.
- ii. The application shall include details and information about the person(s) or event designated for commemoration.
- iii. No application for installation, construction, or emplacement of a monument or memorial shall be considered by the MMC until at least five (5) years have passed since the death of the person(s) or past the date of event of commemoration.
 1. Exception: At the discretion of the MMC, the moratorium period of 5 year may be waived.
- iv. The MMC shall conduct a public hearing not less than 30 days following receipt of the memorial application. The MMC shall document the public hearing by recording and publishing minutes. The MMC shall evaluate // adjudicate the application within 60 days from application receipt.

e. Communications.

- i. The MMC shall identify applicable departments, committees, and boards which may have interest or jurisdiction regarding

the placement of monuments. The MMC shall consider their inputs in the application review process.

f. Monument Construction.

- i. Monuments shall be constructed of materials which are naturally consistent with the intended locale. These materials include stone, metal, or wood. Materials of durability and serviceability of 50 years or greater is preferred. The MMC shall consider the specification of the type, quality, and durability as well as the aesthetic suitability for memorials or monuments in the application evaluation process.

g. Memorial Retirement or Relocation.

- i. The MMC shall make recommendations to the Board of Selectmen for any adopted memorial or monument which:
 1. Shall be retired and removed from the public land.
 2. Shall be relocated or moved from one public parcel to another.

h. Memorial Inventory.

- i. The MMC shall maintain a list of all permanent memorials or monuments on public lands subject to its jurisdiction.
- ii. The MMC shall inventory the adopted Town monuments or memorials on a 5 year basis and report the memorial's condition and any recommendations for maintenance or repair to the Parks Commission no later than September 1st.
- iii. Items not found on the MMC adopted inventory shall not be recommended for upkeep or maintenance.

This section is provided as background material and will not be part of the final bylaw.

A policy outline for Memorials and Monuments.

Criteria specified from the 2014 Assessment of Dunstable's Memorials

Section XVII.

- A. Memorials should be placed on public property only.
- B. An established procedure should be followed:
 - 1. Application to a standing Memorial Committee, or lacking this the Board of Selectman.
 - 2. Application requires the support of the appropriate Town Committees, including the Memorial Committee/Selectman, historic Commission, Parks Commission, and where appropriate, the Veterans Agent, Advisory Committee, and any committee controlling the land to be used, or other Town Board.
 - 3. A properly advertised public hearing should be held.
- C. Appropriate size, materials, colors, and artistic merit should be evaluated by the committees before permission is granted.