



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: **March 6, 2018**

Meeting Date: **Monday, January 8, 2018**

### **Scheduled Agenda Items.**

1. Review and approval of November 13, 2017 meeting minutes
2. Committee Issues for Discussion and Review
  - a. Monument Specification Standards and Policies
  - b. Review of Monument, Memorial, Marker Request form
  - c. Discussion of creating a list of Town maintained monuments

### **Meeting Minutes.**

1. The committee was called to order at 6PM with quorum present. Attending for the committee were: Alan Chaney, Joseph Dean, and Philip DeNyse. Not attending was Dana Metzler.
2. The first order of business was to review the minutes of November 8, 2017. The minutes were approved 3-0 and will be posted to the Town web site.
3. The primary meeting's purpose was to finalize the proposed draft MMC bylaw for operation of the committee and maintenance and acceptance of new memorials. It was agreed the information should be proposed as a bylaw to the town and the appropriate coordination with applicable town committees and offices be obtained. These included, the Town Council, Town Administrator, Veteran's Agent, and Historical Commission. The committee then plans to present the resulting bylaw to the Board of Selectman for review. The committee reviewed the Placement Application form and some editorial comments were made. The revised draft form is included as an enclosure to these minutes.

MEMORIALS AND MOMUMENTS MEETING MINUTES for January 8, 2018

4. The meeting was adjourned at 6:33 PM. The next meeting will be on March 6, 2018 at 6:00 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse  
Memorials and Monuments Committee Recorder

Enclosures:

1. Draft Memorials and Monuments Bylaw, October 16, 2017 (Revised January 8, 2018)
2. Memorials and Monuments Form No. 1: Placement Application

MEMORIALS AND MOMUMENTS MEETING MINUTES for January 8, 2018

Enclosure –Draft Memorials and Monuments Bylaw. Original dated Oct 16, 2017  
(Revised Jan 8., 2018)

A bylaw for the administration of memorials, monuments, and historical markers with the Town of Dunstable, Massachusetts.

1. Definitions.

- a. 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.
- b. 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.
- c. Historical Marker. A plaque or sign erected at historically significant locations, facilities, or buildings. The marker may be free standing, mounted, or affixed to an existing structure.

2. Designation.

- a. 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.

3. Location.

- a. 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, monument or historical marker 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.

4. Application.

- a. Any person, organization, or corporation desiring to install, construct, or emplace a memorial, monument, or historical marker on Town public lands shall submit an application containing required information specified by the MMC.
- b. The application shall include details and information about the person(s) or event designated for commemoration.
- c. No application for installation, construction, or emplacement of a monument, memorial, or historical marker 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.
  - i. Exception: At the discretion of the MMC, the moratorium period of 5 year may be waived.
- d. The MMC shall conduct a public hearing not less than 30 days following memorial application receipt. The MMC shall publish public hearing meeting minutes. The MMC shall evaluate and decide on the application within 60 days from application receipt.

5. Communications.

- a. The MMC shall identify applicable departments, committees, and boards which may have interest or jurisdiction regarding the placement of monuments or historical markers. The MMC shall consider their inputs in the application review process.

6. Monument Construction.

- a. 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.

7. Memorial Retirement or Relocation.

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

8. Memorial Inventory.

- a. The MMC shall maintain a list of all permanent memorials, monuments, and historical markers on public lands subject to it jurisdiction.
- b. The MMC shall inventory the adopted Town monuments, memorials, and historical markers 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 1<sup>st</sup>.
- c. Items not found on the MMC adopted inventory shall not be recommended for upkeep or maintenance.

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Summary of significant changes since November 2017 revision.

- Deleted definitions for sign and plaque and replace with a definition of historical marker. Added historical marker as a category of items falling under this bylaw.

Enclosure 2. MMC Form 1.



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**PLACEMENT APPLICATION FOR MONUMENT, MEMORIAL, OR HISTORICAL  
MARKER ON TOWN PROPERTY**

Placement of any monument, memorial, or historical marker (MMM) on Town property requires the approval of the Town of Dunstable Memorials and Monuments Committee. The Committee is guided by regulations for MMM and will consult with other relevant Town boards in reaching its decision. The Committee may allow the project, allow the project with changes, or deny the project. Please CAREFULLY consult the Committee's Regulations for Town Memorials prior to Submitting this application.

Please use additional sheets as needed to explain your proposal.

Submittal Date: \_\_\_\_\_

Person(s) or Group(s) submitting Proposal:

\_\_\_\_\_

Contact Information:

Person(s): \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Addr: \_\_\_\_\_

1. Briefly explain the Proposal:

MMC Form No. 1, Jan 2018.

APPLICATION FOR MONUMENT, MEMORIAL, OR HISTORICAL MARKER ON TOWN PROPERTY

2. Describe exact location of the proposed MMM.
  
  
  
  
  
  
  
  
  
  
3. Provide a detailed representation, diagram, or sketch of the proposal. Include dimensions, inscriptions, materials, colors, etc.
  
  
  
  
  
  
  
  
  
  
4. Explain how does this proposal specifically relate to the Town of Dunstable?
  
  
  
  
  
  
  
  
  
  
5. Would the proposal require any kind of maintenance? If so, how would such maintenance be provided? Please explain.
  
  
  
  
  
  
  
  
  
  
6. Have you consulted any other Town boards or Committees regarding this Proposal? Yes/No. (Select one)
  
  
  
  
  
  
  
  
  
  
7. If yes, list the committees contacted and the dates of contact:
  
  
  
  
  
  
  
  
  
  
8. Within \_\_\_\_ days of the receipt of this Proposal, the Memorials Committee will hold a properly advertised public hearing to obtain input for the Proposal. Within \_\_\_\_ days from the date of the public hearing, the Committee will render its decision.