



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: **April 3, 2018**

Meeting Date: **Tuesday, March 6, 2018**

Scheduled Agenda Items.

1. Review and approval of January 8, 2018 meeting minutes
2. Committee Issues for Discussion and Review
 - a. Adoption of the MMC bylaw
 - b. Discussion of creating a list of Town maintained monuments

Meeting Minutes.

1. The meeting was called to order at 6:10 PM. Review of the minutes was deferred to later in the meeting pending the arrival of Mr. Chaney.
2. After the arrival of Mr. Chaney, the committee reviewed the minutes of January 8, 2018, there were no additions nor amendments. They were adopted 3-0 with Mr. Metzler abstaining since he was not in attendance at the last meeting.
3. The committee discussed the process for getting Town department review of the proposed bylaw. The committee agreed a copy of the bylaw should be provided to the Town Administrator and then to the Town Council for review. After this initial review, then additional boards will be consulted for their input on the bylaw to include Historical Commission and the Veteran's Agent. The committee also review the MMC Application Form. There was discussion about the appropriate duration for application review and public hearing, and providing a decision on the application. It was decided that 60 days for application review and hearing, and 60 days for application decision were the appropriate length of time. The revised bylaw and MMC Application form are enclosed at the end of these minutes.
4. The committee also reviewed the draft accepted monument list. This was the first review of this list. Corrections and additions were made to the list. It was determined to allocate responsibility for memorials or monuments to the agency responsible for the property where the object is located. These responsibilities

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include the maintenance and repair of the memorial or monument if the need should arise.

5. The meeting was adjourned at 6:33 PM. The next meeting will be on April 3, 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 March 6, 2018)
2. Memorials and Monuments Form No. 1: Placement Application

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Enclosure –Draft Memorials and Monuments Bylaw. Original dated Oct 16, 2017
(Revised March 6, 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

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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 60 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 completion of public hearing(s).

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

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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 responsible Town entity no later than September 1st.
- c. Items not found on the MMC adopted inventory shall not be recommended for upkeep or maintenance.

Enclosure 2. MMC Form 1 March 2018.



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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 Address: _____

1. Briefly explain the Proposal:

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 60 days of the receipt of this Proposal, the Memorials Committee will hold a properly advertised public hearing to obtain input for the Proposal. Within 60 days from the date of the public hearing, the Committee will render its decision.

MMC Form No. 1, Mar 2018.