



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

MEMORIALS AND MONUMENTS COMMITTEE MEETING MINUTES

Approved: **May 1, 2018**

Meeting Date: **Tuesday, April 3, 2018**

Scheduled Agenda Items.

1. Review and approval of March 6, 2018 meeting minutes
2. Committee Issues for Discussion and Review
 - A. Discussion of Proposed MMC bylaw with Town Administrator
 - B. Discussion of creating a list of Town maintained monuments

Meeting Minutes.

1. The meeting was called to order at 6:07 PM. Attending for the committee: Alan Chaney, Joe Dean, Dana Metzler, and Philip DeNyse. Also in attendance was Ms. Tracey Hutton, Town Administrator and Mr. Walter Alterisio, Selectman.
2. The committee reviewed the minutes of March 6, 2018, there were no additions. The concluding paragraph misstated when the next meeting will occur and will be corrected. The minutes were adopted 4-0.
3. The committee discussed the proposed bylaw. The bylaw has been reviewed by the Town Administrator with some minor corrections. The Town Council is currently reviewing the bylaw. The Committee discussed wording in paragraph 9a and it was agreed to delete the words: "subject to it jurisdiction." as they are deemed unnecessary. The committee also discussed if the MMC should provide a background information on the bylaws. Mr. Metzler suggested Historical and Parks Commissions would be logical boards which would be interested in the proposed bylaw. Mr. Chaney will approach the Historical commission and Mr. DeNyse will present information on the bylaw to Parks.
4. Ms. Hutton requested a brief presentation from the committee for the Town Meeting on the bylaw. Ms. Hutton requested 2-3 slides which include some photos. Mr. DeNyse will create the presentation and has been asked to present the charts at Town Meeting.
5. The committee discussed the need to finalize list of approved monuments. The process will be to finalize the list and provide to the Board of Selectmen for review. However, presently the list is in work and some additional work will be

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needed before the list is ready for the Board of Selectman. Mr. DeNyse to provide the current draft list to the committee for future meeting discussions.

6. The committee also had a brief discussion on the current location of the Sgt. Vernon English monument on the corner of Brook and Pleasant streets. There is an understanding the monument does not reside on Town land as the monument is a distance from the edge of the road. It was reported the current home owner is comfortable with the current arrangement and expressed no concerns about the location of the monument. No recommendation was made for any change in status of the monument.
7. The meeting was adjourned at 6:37 PM. The next meeting will be on May 1, 2018 at 6:00 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse
Memorials and Monuments Committee Recorder

Enclosures:

Draft Memorials and Monuments Bylaw, October 16, 2017 (Revised April 3, 2018)

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Enclosure –Draft Memorials and Monuments Bylaw. Original dated Oct 16, 2017
(Revised April 3, 2018)

Memorials and Monuments Bylaw: To see if the Town will vote to amend the General Bylaws by adding the following Memorials and Monuments Bylaw, or take any action in relation thereto.

Section 1. Purpose: The purpose of the Memorials and Monuments bylaw is to standardize administration and the treatment of memorials, monuments, and historical makers within the Town of Dunstable.

Section 2. 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.

Section 3. Designation: 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.

Section 4. Location: 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 Board of Selectmen after recommendation from the Memorials and Monuments Committee. This provision shall not apply to the public lands under the jurisdiction of the Dunstable Cemetery Commissioners.

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Section 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 Memorials and Monuments Committee.
- 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 Memorials and Monuments Committee 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 Memorials and Monuments Committee, the moratorium period of 5 year may be waived.
- d. The Memorials and Monuments Committee shall conduct a public hearing not less than 60 days following memorial application receipt. The Memorials and Monuments Committee shall publish public hearing meeting minutes. The Memorials and Monuments Committee shall evaluate and decide on the application within 60 days from completion of public hearing(s).

Section 6. Communications. The Memorials and Monuments Committee shall identify applicable departments, committees, and boards which may have interest or jurisdiction regarding the placement of monuments or historical markers. The Memorials and Monuments Committee shall consider their inputs in the application review process.

Section 7. Monument Construction. 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 Memorials and Monuments Committee 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.

Section 8. Memorial Retirement or Relocation. The Memorials and Monuments Committee shall make recommendations to the Board of Selectmen for any adopted memorial or monument which:

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- a. Shall be retired and removed from the public land.
- b. Shall be relocated or moved from one public parcel to another.

Section 9. Memorial Inventory.

- a. The Memorials and Monuments Committee shall maintain a list of all permanent memorials, monuments, and historical markers on public lands ~~subject to its jurisdiction~~.
- b. The Memorials and Monuments Committee 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 Memorials and Monuments Committee adopted inventory shall not be recommended for upkeep or maintenance.