



OFFICE OF THE MEMORIALS AND MOMUMENTS COMMITTEE
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
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MEMORIALS AND MOMUMENTS COMMITTEE MEETING MINUTES

Approved: **November 13, 2017**

Meeting Date: **Monday, October 16, 2017**

Scheduled Agenda Items.

1. Review and approval of September 11, 2017 Meeting Minutes
2. Committee Issues for Discussion and Review
 - A. Monument Specification Standards and Policies

Meeting Minutes.

1. The committee was called to order at 6:05 PM with quorum present. Attending for the committee were: Alan Chaney, Dana Metzler, and Philip DeNyse. Absent was Joseph Dean.
2. The first order of business was to review the minutes of September 11, 2017. The minutes were approved 3-0 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 draft 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.
4. On October 3, 2017 the MMC presented its recommendation for the movement of the memorial benches presently located around the bandstand on the Town Common. The presentation to the Board of Selectman is provided in Enclosure #1.

MEMORIALS AND MOMUMENTS MEETING MINUTES for October 16, 2017

5. The meeting was adjourned at 6:50 PM. The next meeting will be on November 13, 2017 at 5:30 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse

Memorials and Monuments Committee Recorder

Enclosures (2):

1. Memorials and Monuments Committee Presentation to Board of Selectmen on Oct 3, 2017.
2. Draft Memorials and Monuments Bylaw, October 16, 2017

MEMORIALS AND MOMUMENTS MEETING MINUTES for October 16, 2017

Enclosure 1 -Presentation to Board of Selectmen on October 3, 2017.



Relocation of Town Common Memorial Benches

*A Presentation to the Dunstable Selectboard
By the Memorials and Monuments Committee*

03 October 2017

Committee Members: Mr. Chaney, Mr. Dean, Mr. DeNyse, Mr. Metzler

Memorials and Monuments Committee





Overview

1. Background
2. Town Common Bandstand & Benches
3. Relocation Approach
4. Purposed Relocation Site
5. Bench Movement Mechanics
6. Next Steps Forward

Memorials and Monuments Committee





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Background

- BOS Meeting Dec 2014
 - Memorial and Monuments Committee presents Assessment Report
- BOS Meeting Feb 2015
 - Discussed first task of permanent Memorial and Monuments Committee (MMC) would be to move the benches
 - Task described as “High priority”
- Summer 2017
 - MMC begins assessing options for bench repositioning
 - Families contacted regarding bench moving

Memorials and Monuments Committee



Town Common Bandstand & Benches



- (1) Richard Bacon
- (2) Mary F. Pelletier
- (3) Idal E. & Warren W. Bacon
- (4) Frank & Maria E. Palumbo
- (5) Arthur L. Drew
- (6) Charles E. Goss
- (7) George R. McGovern Sr.

Source: Google
Earth on 07/2017



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Relocation Approach



- Multiple visits to Common and map reviews by Committee
- Committee Discussion and Considerations
 - Town Common geography
 - Proximity to Main Street
 - View and orientation to bandstand
 - Common maintenance needs & snow removal

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Proposed Relocation Site



New Bench
Position
Locations

Yellow line is property border.

Benefits

- East side location provides view of bandstand
- Limits traffic noise by distance from Main St.
- Maintains maximum flexibility for Common use for concerts, Grange fair, etc.

Source: AppGeo (Town of Dunstable, 2017)

Memorials and Monuments Committee





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Bench Movement Mechanics

- Activities needed for bench repositioning
 - 1) Pour and set new foundations
 - 2) Remove benches from current location
 - 3) Mate bench top with new standardized supports (legs)
 - 4) Remove old foundations
 - 5) Regrade and repair the lawn

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Next Steps Forward

- BOS concur with plan and approach
- Determine most feasible time to accomplish
- Designate Department or Committee to complete project
- Analyze cost & fund
- Accomplish project

Memorials and Monuments Committee



Enclosure 2 –Draft Memorials and Monuments Bylaw.

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., that 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. <<do we need one?>>
- iv. Plaque. <<do we need one?>>

b. Designation.

- i. The memorization 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 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.

d. Application.

- i. Criteria. The application shall include details and information about the person(s) or event designated for commemoration.
- ii. 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.
- iii. No application for installation, construction, emplacement of a monument or memorial shall be considered by the MMC until at least five (5) years has pass since the death of the person or past the date of event commemoration.
- iv. Consider an exception:
 1. The emplacement of memorials or monuments for wars, conflicts, or hostilities or the addition of names or events to existing memorials or monuments shall be excluded from the five-year waiting period.
- v. The MMC shall conduct a public hearing not less than 30 days following approval // receipt // committee review // of the memorial application. The MMC shall document the public hearing by recording and publishing minutes.

e. Communications.

- i. <<Specify the coordination with other town committees for the approval a memorial or monument. >>

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.

- i. << discuss the process of retirement of a memorial or monument. Shall we set a period review period to review the relevancy of town memorials with an interest to retirement? >>

h. Memorial Inventory.

- i. The MMC shall maintain a list of all permanent memorials or monuments on public lands subject to it jurisdiction.
- ii. The MMC shall inventory the adopted// approved// designated Town monuments or memorials on a yearly basis and report the memorial's condition and any recommendations for maintenance or repair to the Parks Commission no later than September 1st.
- iii. << What do we do with objects which are not on the official inventory list but are designated as memorials by their title or common reference? Shall the Town be obligated to repair or replace the object? Shall the Town make a stipulation that the BOS or the MMC shall determine the disposition of the memorial if it is disrepair or its symbolism is inconsistent with the person or the event the Town desires to commemorate? >>

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.