



City of Methuen, Massachusetts
OFFICE OF THE CITY COUNCIL
The Searles Building • 41 Pleasant Street
Methuen, Massachusetts 01844
TELEPHONE (978) 983-8510 • FAX (978) 983-8975

ORDER #5752

**A Resolution to Adopt Proposed Amendments to the
City of Methuen's Memorials and Dedications Policy**

Sponsored by Councilor Saba, Co-Sponsored by Councilor DiZoglio, Councilor McCarty, and Councilor Simard

Whereas, the Memorials Committee of the Methuen City Council has reviewed the City of Methuen's Memorials and Dedications Policy; and

Whereas, the Memorials Committee has voted to submit recommended revisions to the Methuen Memorials and Dedication Policy to the full City Council; and

Whereas, the attached document titled "Methuen Memorials and Dedications Policy" includes these revisions.

Now, Therefore, Be It Resolved that the Methuen City Council hereby adopts this amended Methuen Memorials and Dedications Policy.

Be It Further Resolved that a copy of this resolution and the amended Methuen Memorials and Dedication Policy be forwarded to the Office of the Mayor, the Office of the City Clerk, the Department of Veterans' Services, the Superintendent of the Methuen Public Schools, the Department of Public Works, and the Department of Economic and Community Development upon adoption.

Methuen Memorials and Dedications Policy

This policy covers the issuance and presentation of Memorials and Dedications in the community to include sidewalk signs, Street dedications, Square dedications, Stones, Plaques, Parks and Buildings.

To be considered for a Veteran Memorial or Dedication, the individual to be honored must meet the following requirement:

- Veteran Killed in Action (KIA)
- Deceased Gold Star Parent
- Deceased or Alive Veteran Honorably Discharged, who must be a current or former resident of Methuen who made a positive or meritorious impact.
- Deceased City or State Officials with Veteran status

To be considered for a Non-Veteran Memorial, Dedication, Street name, Park, or Building name, the individual to be honored must meet the following requirement:

- City or State Official who made a positive or meritorious impact on the City of Methuen.
- Methuen public school teacher whose dedication and positive reputation among students, faculty, and administration over a significant period of time merits public recognition.
- Methuen resident who made a major contribution and unselfish efforts to the City through volunteer involvement with a significant facility or activity in or affecting the City.
- Methuen resident who may have made a major donation to the City or in acquiring a piece of property.
- Family/Friends must provide any and all pertinent documentation to verify proof of eligibility.

The Process for Veterans Memorials and Dedications

- All requests for Veterans' Memorials must be submitted through the Veteran's Services Officer.
- A member of the family must make a written request indicating the name of the Veteran, service, rank and area of designation along with proof that the veteran was killed in action (KIA). Examples include newspaper clipping, telegram, notice of death, DD-214 stating the veteran was killed in action, etc.
- For City or State Officials with Veteran status, a copy of the DD-214 Veterans discharge must be submitted for verification purposes.
- The Veteran's Services Officer will verify the applicant's eligibility.
- The Veteran's Services Officer will forward the completed request to the Memorials Committee who, after review will make the recommendation to the City Council.

- The City Council within 60 days of receipt from the Memorials Committee shall post a public hearing and then vote to approve or disapprove any Memorial or Dedication by resolution. Adoption of the dedication shall require two readings.
- The Mayor, upon approval by the City Council, shall implement the Memorial or Dedication requested within 60 days.
- The approved memorial or dedication will be provided to the City Clerk.
- The Veteran's Services Officer shall be the caretaker of all Veteran Memorials.

The Process for Non-Veteran Memorials, Dedications, Street names, Parks, or Building names

- All requests for Memorials, Dedications, Street names, Parks, or Building names, must be submitted through the City Clerk who will promptly forward to the Memorials Committee.
- A member of the family must make a written request and submit proof of eligibility.
- The Memorials Committee will verify the applicant's eligibility.
- There would be an evaluation of character, reputation and background check conducted to ensure suitability by the Mayor's office and Police department
- The Memorials Committee will verify the location of the memorial with the Director of Public Works if on city property or the Superintendent of Schools if on school property.
- The Memorials Committee, who after review and acceptance will make the recommendation to the City Council.
- The City Council within 60 days of receipt from the memorials Committee shall post a public hearing and then vote to approve or disapprove any Memorial or Dedication by resolution. Adoption of the dedication shall require two readings.
- The Mayor, upon approval by the City Council, shall implement the Memorial or Dedication requested within 60 days.
- The approved memorial or dedication shall be provided to the City Clerk.
- The Department of Public Works if on City Property or the Superintendent of schools, if on school property, shall be the caretaker and maintain all non-Veteran Memorials.
- Any and all memorials erected on public property in the City of Methuen, and paid for with municipal funds, whether erected before or after implementation of this policy, shall not contain the names or offices of any elected or appointed official who was involved in the review, approval, construction, or establishment of such memorials. After the approval of this policy, the Memorials Committee will review all memorials erected prior to the policy in order to catalogue which pre-existing

memorials are not compliant. The Memorials Committee will thereafter furnish written notice of each non-compliant memorial to the City Council and to the mayor, who shall undertake reasonable corrective action to effectuate compliance within six (6) months of the written notice. Reasonable corrective action shall not include the removal of the memorial but may include updated wording on plaques, or the replacement of individual plaques that are part of the memorial, without damaging the actual memorial. If the Mayor reasonably determines that corrective action cannot be undertaken within the six-month period, then, within 30 days of the referral to the mayor, the mayor shall furnish written notice of this finding, including the reasoning behind the finding, to the Memorials Committee; and the City Council and the Mayor shall meet in an open meeting at the next regular meeting of the City Council, or within ten (10) calendar days of the finding (whichever is sooner), to discuss this finding. The Council, by majority vote of the members present, is authorized to reject the mayor's finding at that meeting. In no instance shall the corrective action take more than six months."

The full and permanent list of memorials and dedications shall be kept in the office of the City Clerk

Mail the application and all supporting documents to:

Veterans Memorial request:

Office of Veterans Services
Searles Building
41 Pleasant St. Room 108
Methuen, MA 01844

Non-Veteran's Memorial Request

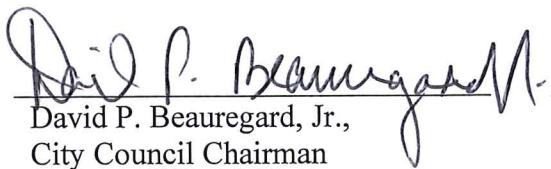
Office of the City Clerk
Searles Building, Room 112
41 Pleasant St
Methuen, MA 01844

First Read: August 1, 2022
Adopted: September 8, 2022
Effective: October 8, 2022

I do hereby certify that at a meeting of which a quorum was present, the foregoing resolution was adopted by an 8 yes, 1 absent vote on September 8, 2022.


Linda Magnon

Council Clerk


David P. Beauregard, Jr.

City Council Chairman

Approved under MHRC Sec. 3-6

Date: 9/15/22

Approved:


Neil Perry

, Mayor