

# Placement of Memorials Policy

Boxborough Select Board  
Contact Town Administrator (978) 264-1712  
Town of Boxborough, MA

## Intent and Purpose

To outline the policies and procedures for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land in the Town of Boxborough.

## Contents

Memorial Definition.....	1
Naming Authority.....	1
Approval Process .....	1
Approval Considerations.....	2

## Memorial Definition

A **memorial** is anything that is established to remind people of a deceased person. Memorials include, but are not limited to, plaques or signs, plantings or gardens, permanent structures, and drives or fundraisers.

## Naming Authority

The Select Board is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial and ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures and walls. Recognizing that there is a limited amount of available, appropriate public space that can accommodate permanent memorials in Boxborough, this policy also governs the placement of memorials on town property.

Permanent memorials in existence before the adoption of this policy can only be removed by a vote of the Select Board.

## Approval Process

Requests for placement of a memorial object, piece of artwork, sign or other fixture on town-owned land may be submitted by individuals or proposed by the Select Board. Citizen requests shall be submitted in writing to the Select Board.

The Board shall NOT be influenced in its decision by personal or collective prejudice, favoritism, political pressure or temporary popularity. If a Board member has significant ties to the person or persons involved in the request, the member may recuse him/herself.

The proposal shall include design, wording, background information, rationale, and consideration of the attributes addressed below. The Select Board will consider and vote upon such request in an open regular meeting of the Board.

Before the placement of a memorial object, artwork, sign, or other fixture can be approved, the Select Board shall first determine that the proposal will not do any of the following:

- Limit physical access to the site.
- Endanger the safety of the public.
- Interfere with any utility or access thereto.
- Be limited by unacceptable special restrictions, conditions or covenants.
- Create a significant budgetary obligation on the town for which no provisions have been made.

### Approval Considerations

The Board shall take into consideration an individual, family, or group's stature within the community, i.e. that the person or persons to be memorialized were residents of excellent character and reputation who made significant contributions to the town. Attributes to be considered include:

- Unusually effective and dedicated service to or on behalf of the town.
- Efforts to sustain the high quality of life and service within the community.
- Demonstrated understanding and activities within the essential functions of town government.
- Service in the defense of freedom or other examples of effective citizenship.

The Select Board shall formally accept the donation of memorial objects, artwork, signs or fixtures in accordance with Massachusetts General Laws.

*This policy revokes and replaces all previous policies on this topic including the policy titled Memorial Policy approved on December 20, 2010.*