

POLICY

07

To: Selectboard, Town Staff
From: Sanford I. Miller, Town Manager
Re: Plaque and Memorial Installation Policy
Date: September 14, 2007

EFFECTIVE DATE - Immediately

Purpose: The Selectboard has recently become aware of the fact that, over the years, some individuals and organizations have erected monuments and plaques at one or more locations on Town property without the prior knowledge or approval of the Selectboard. The Selectboard is ultimately responsible for all Town property and such responsibility extends to the naming of any and all components of Town property. In order to clarify the process by which monuments and plaques may be erected, the Selectboard adopts the following policy.

Statement: Only the Selectboard of the Town of Milton has the authority and responsibility to name and commemorate Town property. The process which shall be followed to consider naming or commemorating Town property is as follows:

1. Individuals or organizations (hereafter "interested party"), wishing to provide any item, monument, plaque or similar item for installation on Town property shall:
 - a. Present a drawing or facsimile of same to the Town Manager.
 - b. Present a written, signed, request explaining the reason(s) why the naming or commemoration is requested. If an organization is making the request, the information must be presented on letterhead and signed by a duly authorized officer of the organization with information on when the organization's governing body authorized the request.
2. Upon receiving complete information as described above, the Town Manager (or designee) shall review the request and, within a reasonable amount of time, taking into consideration the other duties of Town Staff, shall present the request, along with a Staff recommendation, to the Milton Selectboard.
3. The Selectboard may accept, reject or modify the proposed installation, as it sees fit. Following a determination by the Selectboard, the Town Manager will communicate the decision to the interested party. The Selectboard's determination will be made at a duly constituted meeting, open to the public, and such decision shall be final.

4. The Town Manager (or designee) will make arrangements for the appropriate installation of the approved item. The decision regarding installation shall be made by the Town Manager (or designee), and such decision shall be final.
 - a. The installation may be performed by Town Staff. The interested party shall pay for all costs associated with the installation.
 - b. Alternatively, the Town Manager may negotiate to have the interested party arrange for the installation at their expense. If the installation is performed by the interested party, the interested party shall hold the Town harmless for any liability, damage or injury committed during the installation process and proof of such shall be provided in a form acceptable to the Town.
5. After adoption of this policy, any item subsequently installed on Town property without prior authorization by the Milton Selectboard or installed in a manner not approved by the Town Manager, as provided for herein, shall be subject to immediate removal. Items installed prior to this policy are discussed in the next section.
 - a. Town Staff will make a reasonable attempt to contact the individual or organization which may be responsible for the previously unauthorized installation in order to arrange a return of the removed item.
 - b. The Town shall not be responsible for the condition of any item removed pursuant to this policy.
 - c. If the Town is unable to contact an individual or organization responsible for the unauthorized installation of any item, the Town reserves the right to dispose of the item at its sole discretion.

Items Installed Prior to this Policy and Without Prior Approval by the Selectboard:

This section shall pertain to plaques, memorials or other objects which have been erected prior to this policy and without prior approval by the Milton Selectboard. In recognition of the fact that some plaques and other monuments may have installed "in memoriam", the Selectboard is desirous of being respectful of such events which pre-date this policy.

Upon adoption of this Policy, the Town Manager is directed to perform an inventory of such items and structures and provide a comprehensive report to the Selectboard within six months of the adoption of this policy. The Selectboard may:

1. Choose to direct Town Staff to contact the individuals or organizations who may be responsible for the unauthorized installation. If the Selectboard so directs, the individuals or organizations will be permitted to request approval for the installation retroactively pursuant to the above process.
2. Consider whether or not to "grandfather" one or more of these items as a pre-existing condition.
3. In instances where an installation is objectionable for any reason, the Selectboard may direct Staff to remove the object. The Selectboard's determination in this matter shall be final.

- 4. In regards to items which are not "in memoriam", the Selectboard may direct Staff to remove the items and, when possible, return them to the individual or organization who placed the item on Town property without proper authorization, or, if the individual or organization cannot be contacted, dispose of the item at the Town's sole discretion.

POLICY: The Milton Select Board, acting in regular session on September 17, 2007 voted in favor of the following;
 "Voted in favor of the Plaque and Memorial Installation Policy 07, as outlined above.

Further that this referenced Policy shall be part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

Date: September 17, 2007
 Milton Selectboard:

Mary D. Ford
Rosana Skelton
[Signature]
Russ A. Mossey III
J. Turner

Filed with the Town Clerk 9 18 07

Signed: *Loretta L. DeLuca*
 Ass't. Clerk