

Memorials Policy

Regarding the Establishment of a Memorials Committee

The Town of Washington Grove shall establish and maintain a standing committee to provide guidance to the Mayor and the Town Council regarding Memorials. The committee shall include the Councilmember for Memorials, the Chair of Forestry & Beautification, and the Town Treasurer. Members of other standing committees, including the Woods Committee, may be added on an ad hoc basis if a proposed memorial project requires their involvement. The landscaping contractor will also be consulted to determine what maintenance issues a proposed memorial might present.

The Purpose and Functions of the Washington Grove Memorials Committee

The purpose of the Memorials Committee is to review and evaluate proposed memorials for placement within the Town of Washington Grove. The Committee may also assist in the development of the memorial and expedite the fabrication or construction process once the memorial has been approved by the Town Council. The Memorials Committee will represent the common good of residents by protecting the Town's parks, Woods Preserves, common areas, walkways, and buildings, and will advise on appropriate types location, and placement of memorials.

Proposed memorials will be reviewed for their immediate and future impact on the Town; its plantings; its residents; the environment; the Town's Comprehensive Plan; the Forestry & Beautification Committee's Plan; and the Woods Committee's Stewardship Plan.

Other considerations will include estimated costs, funding sources, future maintenance requirements, aesthetics and compatibility with the immediate environs of the proposed memorial. Upon completion of the evaluation process, the Committee(s) will report findings and recommendations to the Mayor and Town Council for their approval or further action(s).

Standards for Memorials

Memorials or any form of tangible permanent recognition may be placed to honor Town residents, officials, or benefactors, either living or deceased. A memorial, plaque, or marker may also be placed to honor or recognize an event, an historic building, site, landmark, structure, or facility – past or present. In general memorials will be confined to trees, benches or projects designated by the Town Council. Living legacy/memorial trees with a town resident's cremated ashes loosely scattered near the tree root ball at planting may be placed in

a selected location in a town park or Woods preserves. All the memorials must be approved by the Town Council.

Memorials Fund

The Town of Washington Grove shall establish a Memorial Fund to separately account for donations by the residents or outside benefactors to the Town intended for memorials. Donors should consult their tax advisor with respect to the deductibility of any such donations.

Town Needs or 'Wish List'

The Committee will maintain a list of Town Council-approved items or needs from which those wishing to make a memorial gift to the Town may choose. (ex: Summer-In-The-Parks).

Process for a Memorial

1. Proposals for a Memorial may be initiated by contacting the Town Clerk or a member of the Memorials Committee, and must be submitted in writing for evaluation.
2. **Tree:** In the case of a request to endow a memorial tree or living legacy tree, the Committee will establish the amount of the donation, the type of tree desired, and the location in either a town park or Woods Preserves. The Forestry and Beautification Committee or Woods Committee will purchase the tree in the next regular planting season.
3. **Bench:** For a Memorial bench, the Committee will contact the initiator for consultation. Forestry and Beautification and, if needed, the Historic Preservation Commission, will retain final say over the placement of benches recommended to the Town Council. The cost of a new bench or replacement bench (if the bench is already in place) should be covered by the applicant with or without additional contributors. A memorial plaque with approved wording will also be paid for by the applicant. A cast bronze plaque will be used rather than an inscribed plaque as it is much better able to withstand weathering, and in general shall be sized no larger than 3"x8" for appropriate placement on bench. The inscription should name the person(s) and relationship to the Town plus pertinent date(s). The Memorial Committee has a list with local vendors who make such plaques and can usually assist with the process. The Town Landscaping Contractor shall install the plaque.
4. **Project:** For a project approved by the Town Council (ex: Summer in the Parks), donations will go into the Town budget under Memorial Fund Contributions. Memorial contributions not spent for specific projects by the end of the fiscal year, will be retained in the Town's Memorial Fund and shown in the following year's budget.

5. **Other:** For other memorials, the Memorial Committee will usually be expanded to include the Town Committees most closely aligned to the proposal (ex: Lake Committee for the unusual memorial bench honoring Nicho Lembesis). Once the Memorial committee and the initiator of the proposed memorial come to an agreement, the initiator will draft a written proposal including drawings, sketches or other visual means of depicting the proposed memorial, if necessary. After the Committee reviews the draft proposal, it will then be presented to the Town Council. Once approved, the memorial project may begin, depending upon the source for funding.