



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

October 27, 2006

Vice Mayor Toomey
Councillor Henrietta Davis
Councillor Marjorie C. Decker
Councillor Brian Murphy
Councillor E. Denise Simmons
Cambridge City Hall

Dear Vice Mayor Toomey, Councillors Davis, Decker, Murphy & Simmons:

In response to Council Order No. 5, dated 6/12/06, regarding forming a committee to set criteria for naming street corners and squares in the City, I am attaching a report of the City Manager's Public Dedications Committee, which consisted of Deputy City Manager Richard C. Rossi, Public Works Commissioner Lisa Peterson, Assistant to the City Council Sandra Albano, Director of Veterans' Services Bob Stevens, Executive Director of the Historical Commissioner Charles M. Sullivan and Assistant to the City Manager Nancy B. Schlacter.

The attached report includes the proposed procedure for applying for a public memorial and the criteria for consideration of an application for a dedicated public memorial.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", written over a horizontal line.

Robert W. Healy
City Manager

RWH/mec
Attachment

The following is the procedure for applying for a dedication:

Persons seeking an application for a dedication should be referred to the Assistant to the City Council to obtain a copy of the City's criteria and instructions on how to submit the request for a dedication.

An applicant seeking a dedication should first review the criteria set forth below. If the applicant believes that the person they seek to honor meets the criteria, the applicant must submit a request in writing to a City Council member ("Sponsoring Councillor"), stating how their proposed honoree meets the City's criteria. The Sponsoring Councillor will submit this written request, by Council Order, to the City Council for referral to the Council's Public Memorial Committee (Government Operations Committee) for their consideration/approval.

Dedication Recommended:

If the request for a dedication is recommended by the Public Memorial Committee (Government Operations Committee), it will be returned to the Sponsoring Councillor for submission to the full City Council. If the honoree is KIA, the Assistant to the City Council will notify the Veteran's Director to assist in the dedication.

Dedication Not Recommended:

If the request for a dedication is not recommended by the Public Memorial Committee (Government Operations Committee), it will be returned to the Sponsoring Councillor with written reasons why it is not being recommended.

Further considerations

1. **If the applicant seeks a particular location for a dedication, City departments will review the requested location for its availability and appropriateness. Sponsoring Councillors should not promise a particular location for a memorial dedication to an applicant.**
2. **Dedications other than signs (i.e.: benches, trees, plaques and other infrastructure) will be paid for by applicant/requester at a price to be determined by the DPW. Such price will reflect only the actual cost of the acquisition, planting or installation.**

This policy recognizes that there may be persons within and without the community whose contributions in one area alone may not be very significant but whose overall contributions to Cambridge, the Commonwealth or the nation over a long period of time make the person worthy of memorialization by Cambridge.

The memorialization of a person shall be bestowed whenever a person is deemed worthy, without any consideration of the person's color, sex, age, religion, national origin or any other circumstances beyond the reasons cited for memorialization.

The following are the criteria for the dedication of squares in Cambridge:

- **Military Service**

- Killed in Action (KIA) (Gold Star) or
- Honorably discharged veteran of the armed services of the United States who served during wartime.
- Sign would include the word Veteran, the War(s) he/she served in, and any significant military decoration
- Final discharge status to be checked and confirmed by Veteran Services Dept.

- **Significant contribution to Cambridge community as determined by Public Memorials Committee (Government Operations Committee).**

- A person who has been active in civic affairs in Cambridge, whose life/contributions have significance to Cambridge history and are documented by city records, historical documents or newspapers.
- Valuable and substantial contribution to the City in an official, civic, or social capacity, which sets them apart from normal civic participation in the affairs of the City. [Examples: Service in public office, either in an elected or appointed capacity]
- Service as a leader of an active organization of the community, which contributes to the social well-being and fabric of their neighborhood or the City as a whole.
- Distinguished careers by present or former residents who have achieved state or national fame.
- Significant contributions that improved the quality of life, the general health or major development of Cambridge, the Commonwealth or the nation.

- **Performed an heroic or distinguished act completely without regard for personal safety and welfare for the common good.**

- **Worked in public service in Cambridge**

- Meritorious and distinguished service as an employee of the City.
- Distinguished public service to Cambridge, the Commonwealth or the nation.

- **Historical Significance**

- Associated with important historical events, movements or patterns in American history, and significantly linked with Cambridge through birth, residence or participation in local affairs