STATE OF MAINE
122nd LEGISLATURE
SECOND REGULAR SESSION

# Final Report
# of the

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

December 2006


Members:
Sen. Elizabeth H. Mitchell, Chair
Rep. Marilyn E. Canavan, Chair

Chip Gavin
Kathleen L. Lyons
Peter W. Ogden
Earle Shettleworth, Jr.
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# Commission to Arrange for a Monument Honoring Women Veterans of Maine

## Final Report

The Commission to Arrange for a Monument Honoring Women Veterans of Maine, pursuant to Resolves 2005 Chapter 215, submits its final report to the Capital Planning Commission. The Commission submitted an initial report on September 1, 2006 (Appendix C).

The duties of the Commission were to develop recommendations for a design and a location and other matters relating to installation of a monument honoring women veterans of Maine. The Commission held four meetings from August to November 2006. The final meeting of the Commission included a public hearing at which a proposed location and design for the monument were presented for public comment.

During the course of its work, the commission selected a location and a conceptual design for the monument. This report describes the meetings of the commission and the process used to arrive at a concept for the design of the monument and the selection of a location.

### Monument design and site location

At the first meeting of the commission, held on August 9th, 2006, members reviewed enabling legislation and were briefed on the role of the Capitol Planning Commission (CPC) in approving the monument. In his remarks, Earle Shettleworth Jr. of the CPC informed the commission that suitable space available for a monument on the grounds immediately surrounding the Capitol Building is very limited. In light of that, representatives from the Bureau of General Services (BGS) shared with the commission, plans for a proposed Maine Memorial Park to be located adjacent to the grounds of the former AMHI complex across the Kennebec River from the Capitol Campus. The Maine Memorial Park was discussed as the location for the monument because of the lack of available space surrounding the Capitol Building for additional monuments and because the vision for the future monument was consistent the proposed purpose for the park.

According to its draft guidelines, the proposed Maine Memorial Park consists of approximately 20-acres and is intended to furnish the general public with knowledge and to provide meaningful cultural experiences, in part, by displaying monuments or memorials that honor an individual, organization or event that has proven to be beneficial to the greater good of the State of Maine (Appendix D). At the time this report was submitted, the Maine Memorial Park was in the early planning stages of development. After learning about the proposed Maine Memorial Park, Commission members agreed that, pending CPC approval, it should be the future location of the Maine Women Veterans Monument.

Another consideration that was discussed during the first meeting was the process of selecting a designer of the monument. The commission decided to use the landscape architect

contracted by BGS for design of the Maine Memorial Park and associated memorials. Undertaking an RFP process would likely extend beyond the existence of the monument commission. The commission decided on the Maine Memorial Park as its location and had expressed its intent to work with the designer already contracted by the bureau. BGS also was able to make available approximately $10,000 to assist with the initial design of the monument.

The second meeting of the commission was held on September 7, 2006. At this meeting, the commission reviewed the guidelines for monuments to be located in Maine Memorial Park and began discussing the scope and design of the monument. Chip Gavin, Director of the Bureau of General Services provided a scoping worksheet to help guide the commission through the process of describing the monument that the commission envisioned (Appendix E). The completed worksheet was provided to the designer, Richardson Associates of Saco, to provide a conceptual picture of the future monument.

On October 17th, 2006, the commission held its third meeting, which began with a site visit to the future location of Maine Memorial Park. The commission viewed two potential sites for a monument. The first was to close Hospital Street at the top of the large grassy hill between the grounds of AMHI and the border of Kennebec Arsenal. This site allows for expansive views beyond the Kennebec River towards the Maine State Capitol Building. The second site was in a more wooded area to the north-west of the first site.

Following the site visits, the commission received a presentation on the design of the park and 3 proposed concepts for the Maine Women Veterans Monument from Todd Richardson of Richardson Associates. All of the concepts were very well received, but one, to be located at the first site visited by the commission, was the unanimous choice. This design met the criteria that the commission had developed at its prior meeting, particularly that it be; interactive, respectfully celebratory rather than somber, educational, representational rather than abstract or interpretive, spacious enough to accommodate gatherings of at least 50 people and illustrative of the role of women during war time from the Revolutionary War into the future. The design will be presented at the December meeting of the Capital Planning Commission. A depiction of it is included in this report as Appendix F.

The final meeting of the commission was held on November 16th, 2006. The schedule of this meeting allowed time for public comment on the monument design. Todd Richardson presented a scale model of the monument including a photograph of the site which was incorporated into the model illustrating the view of the Capitol Building as it will relate to the monument.

**Proposed timeline for completion**

Upon submission of this report, the Commission to Arrange for a Monument Honoring Women Veterans of Maine terminates. The fundraising effort and future work with the designer and BGS will continue with some members of the commission leading that charge.

Pending approval from the Capital Planning Commission of the proposed location and design of the monument, the members who will be carrying the effort forward are planning to continue with the design phase through 2008. The fundraising phase of the project will be

ongoing, but the intent is to have raised enough money to begin construction in 2008 and reach the installation stage by the end of construction season in 2009.

# APPENDIX A

Resolve

# RESOLVES
# Second Regular Session of the 122nd

## CHAPTER 215
## S.P. 776 - L.D. 2013

### Resolve, Regarding a Monument for Women Veterans of Maine

**Emergency preamble. Whereas,** acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

**Whereas,** it is appropriate and timely to honor women veterans of Maine and to enable the Commission to Arrange for a Monument Honoring Women Veterans of Maine to complete its work for this purpose; and

**Whereas,** the study must be initiated before the 90-day period expires in order that the study may be completed and the recommendations submitted in time to coordinate with the work of the Capitol Planning Commission on planning a monument park; and

**Whereas,** in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore, be it

**Sec. 1. Resolve 2005, c. 116, §4, amended. Resolved:** That Resolve 2005, c. 116, §4 is amended to read:

**Sec. 4. Appointments; convening of commission. Resolved:** That all appointments must be made no later than 30 days following the effective date of this resolve. The appointing authorities shall notify the Executive Director of the Legislative Council and the Director of the Bureau of General Services within the Department of Administrative and Financial Services once all appointments have been completed. ~~Within 15 days after appointment of all members, but not later than August 1st~~ No later than July 1, 2006, the chairs shall call and convene the first meeting of the commission; and be it further

; and be it further

**Sec. 2. Resolve 2005, c. 116, §8, repealed and replaced. Resolved:** That Resolve 2005, c. 116, §8 is repealed and the following enacted in its place:

**Sec. 8. Funding. Resolved:** That funding for the commission is as provided by law; and be it further

; and be it further

**Sec. 3. Resolve 2005, c. 116, §10, amended. Resolved:** That Resolve 2005, c. 116, §10 is amended to read:

**Sec. 10. Consultation; reports. Resolved:** That, when the commission has developed recommendations about an appropriate location and design for the monument honoring women veterans of Maine, but not later than ~~January 2, 2006~~ September 1, 2006, the commission shall submit its initial report for review by the Capitol Planning Commission. A final report must be submitted to the Capitol Planning Commission by ~~March 1, 2006~~ December 7, 2006. Upon submission of its required reports, the commission terminates; and be it further

; and be it further

**Sec. 4. Resolve 2005, c. 116, §11, repealed. Resolved:** That Resolve 2005, c. 116, §11 is repealed.

; and be it further

**Sec. 5. Appropriations and allocations. Resolved:** That the following appropriations and allocations are made.

**DEFENSE, VETERANS AND EMERGENCY MANAGEMENT, DEPARTMENT OF**
**Veterans Services 0110**
Initiative: Deappropriates funds to support the meetings costs of the Commission to Arrange for a Monument Honoring Women Veterans of Maine established in Resolve 2005, chapter 116.
**GENERAL FUND 2005-06 2006-07**

All Other $0 ($3,990)

GENERAL FUND TOTAL $0 ($3,990)
**DEFENSE, VETERANS AND EMERGENCY MANAGEMENT, DEPARTMENT OF**
**DEPARTMENT TOTALS 2005-06 2006-07**

**GENERAL FUND $0 ($3,990)**

**DEPARTMENT TOTAL -**
**ALL FUNDS $0 ($3,990)**
**LEGISLATURE**
**Study Commission - Funding 0444**
Initiative: Appropriates funds to support the meetings costs of the Commission to Arrange for a Monument Honoring Women Veterans of Maine established in Resolve 2005, chapter 116.
**GENERAL FUND 2005-06 2006-07**

Personal Services $0 $440
All Other $0 $3,550

GENERAL FUND TOTAL $0 $3,990
**LEGISLATURE**
**DEPARTMENT TOTALS 2005-06 2006-07**

**GENERAL FUND $0 $3,990**

---

**DEPARTMENT TOTAL -**
**ALL FUNDS $0 $3,990**
**SECTION TOTALS 2005-06 2006-07**

**GENERAL FUND $0 $0**

---

**SECTION TOTAL -**
**ALL FUNDS $0 $0**

; and be it further

**Sec. 6. Retroactivity. Resolved:** That this resolve applies retroactively to September 15, 2005.

**Emergency clause.** In view of the emergency cited in the preamble, this resolve takes effect when approved.

Effective May 30, 2006.

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

*The enabling legislation for the Commission to Arrange for a Monument Honoring Women Veterans in Maine is Resolves 2005 chapter 215. This Resolve amended a previous piece of legislation that established the commission but did not fund it. Below those two chapters have been cut and pasted together to facilitate easier reading of the law that enables this commission to proceed.*

## CHAPTER 215 as it amended CHAPTER 116

### Resolve, To Arrange for a Monument Honoring Women Veterans of Maine

**Sec. 1. Commission established. Resolved:** That the Commission to Arrange for a Monument Honoring Women Veterans of Maine, referred to in this resolve as "the commission," is established; and be it further

**Sec. 2. Commission membership. Resolved:** That the commission consists of 8 members appointed as follows:

1. One member of the Senate, appointed by the President of the Senate;

2. One member of the House of Representatives, appointed by the Speaker of the House;

3. Three members with military experience, 2 of whom must be women veterans, appointed by the President of the Senate;

4. A representative of the Department of Defense, Veterans and Emergency Management who has expertise in veteran affairs, appointed by the President of the Senate;

5. A representative of the Bureau of General Services within the Department of Administrative and Financial Services who has expertise in the design of monuments, appointed by the Speaker of the House; and

6. The chair of the Capitol Planning Commission; and be it further

**Sec. 3. Chairs. Resolved:** That the Senate member is the Senate chair of the commission and the House of Representatives member is the House chair of the commission; and be it further

**Sec. 4. Appointments; convening of commission. Resolved:** That all appointments must be made no later than 30 days following the effective date of this resolve. The appointing authorities shall notify the Executive Director of the Legislative Council and the Director of the Bureau of General Services within the Department of Administrative and Financial Services once all appointments have been completed. ~~Within 15 days after appointment of all members, but not later~~

~~than August 1st~~, No later than July 1, 2006 the chairs shall call and convene the first meeting of the commission; and be it further

**Sec. 5. Duties. Resolved:** That the commission shall develop recommendations for a design and a location and other matters relating to installation of a monument honoring women veterans of Maine for review by and approval of the Capitol Planning Commission pursuant to section 10 of this resolve; and be it further

**Sec. 6. Staff assistance. Resolved:** That the Legislative Council shall provide necessary staffing services to the commission; and be it further

**Sec. 7. Meetings. Resolved:** That the commission may hold meetings, one of which must be a public hearing. When possible, meetings should be held when the Legislature is not in session; and be it further

**Sec. 8. Funding. Resolved:** ~~That the commission may seek outside funds to fully fund all costs of the commission. If sufficient outside funding has not been received by September 15, 2005 to fully fund all costs of the commission, no meetings are authorized and no expenses of any kind may be incurred or reimbursed. Contributions to support the work of the commission may not be accepted from any party having a pecuniary or other vested interest in the outcome of the matters being studied. Any person, other than a state agency, desiring to make a financial or in-kind contribution must certify to the Legislative Council that it has no pecuniary or other vested interest in the outcome of the study. The certification must be made in the manner prescribed by the Legislative Council. All funds accepted must be forwarded to the Executive Director of the Legislative Council along with an accounting record that includes the amount of the funds, the date the funds were received, from whom the funds were received and the purpose of and any limitation on the use of those funds. The Executive Director of the Legislative Council shall administer any funds received by the commission. The Executive Director shall notify the chairs of the commission when sufficient funding has been received;~~ That funding for the commission is as provided by law; and be it further

**Sec. 9. Compensation. Resolved:** That the legislative members of the commission are entitled to receive the legislative per diem, as defined in the Maine Revised Statutes, Title 3, section 2, and reimbursement for travel and other necessary expenses related to their attendance at authorized meetings of the commission. Public members not otherwise compensated by their employers or other entities that they represent are entitled to receive reimbursement of necessary expenses and, upon a demonstration of financial hardship, a per diem equal to the legislative per diem for their attendance at authorized meetings of the commission; and be it further

**Sec. 10. Consultation; reports. Resolved:** That, when the commission has developed recommendations about an appropriate location and design for the monument honoring women veterans of Maine, but not later than ~~January 2~~ September 1, 2006, the commission shall submit its initial report for review by the Capitol Planning Commission. A final report must be submitted to the Capitol Planning Commission by ~~March 1~~ December 7, 2006. Upon submission of its required reports, the commission terminates; and be it further

**Sec. 11. Repealed by c. 215 and replaced with:**

**Appropriations and allocations. Resolved:** That the following appropriations and allocations are made.

**DEFENSE, VETERANS AND EMERGENCY MANAGEMENT, DEPARTMENT OF**

**Veterans Services 0110**

Initiative: Deappropriates funds to support the meetings costs of the Commission to Arrange for a Monument Honoring Women Veterans of Maine established in Resolve 2005, chapter 116.

| **GENERAL FUND** | **2005-06** | **2006-07** |
|---|---|---|
| All Other | $0 | ($3,990) |
| GENERAL FUND TOTAL | $0 | ($3,990) |

| **DEFENSE, VETERANS AND EMERGENCY MANAGEMENT, DEPARTMENT OF** **DEPARTMENT TOTALS** | **2005-06** | **2006-07** |
|---|---|---|
| **GENERAL FUND** | **$0** | **($3,990)** |
| **DEPARTMENT TOTAL - ALL FUNDS** | **$0** | **($3,990)** |

**LEGISLATURE**

**Study Commission - Funding 0444**

Initiative: Appropriates funds to support the meetings costs of the Commission to Arrange for a Monument Honoring Women Veterans of Maine established in Resolve 2005, chapter 116.

| **GENERAL FUND** | **2005-06** | **2006-07** |
|---|---|---|
| Personal Services | $0 | $440 |
| All Other | $0 | $3,550 |
| GENERAL FUND TOTAL | $0 | $3,990 |

| **LEGISLATURE** **DEPARTMENT TOTALS** | **2005-06** | **2006-07** |
|---|---|---|
| **GENERAL FUND** | **$0** | **$3,990** |

| | | |
|---|---|---|
| **DEPARTMENT TOTAL - ALL FUNDS** | **$0** | **$3,990** |
| **SECTION TOTALS** | **2005-06** | **2006-07** |
| **GENERAL FUND** | **$0** | **$0** |
| **SECTION TOTAL - ALL FUNDS** | **$0** | **$0** |

; and be it further

**Retroactivity. Resolved:** That this resolve applies retroactively to September 15, 2005.

**Emergency clause.** In view of the emergency cited in the preamble, this resolve takes effect when approved.

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# APPENDIX B

Meeting Agenda

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

First Meeting
Wednesday August 9, 2006

## A G E N D A

I. Welcome and introductions

II. Review of enabling legislation (pink attachment)

III. General issues for consideration
- A. Capitol Planning Commission Role
- B. Fundraising
- C. Establishing a state account

IV. Ideas for monument
- A. Examples of other monuments (Peter Ogden)
- B. Update on EMS memorial and Maine Memorial Park (Joseph Ostwald)
- C. Commission member discussion:
  - Location
  - Type/material
  - Artist
  - Timeframe

V. Future meeting planning - adjourn

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

Second Meeting
Thursday September 7, 2006

## A G E N D A

I. Welcome

II. Chip Gavin, Director –Bureau of General Services

- Funds to assist with initial design of memorial
- Working with BGS contracted architect/designer
  - review of capital park guidelines
  - CPC input

III. Commission discussion –

- Monument design: scope, design, material location
- Public hearing purpose and timing
- Desired timeframe to completion

IV. Schedule future meetings and adjourn

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

Third Meeting
Thursday October 17, 2006

## A G E N D A

1. Site visit and overview with designers
    a. Review site characteristic
    b. Review potential changes to site according to Maine Memorial Park Master Plan

2. Review Scope of Services that designer will provide to Commission (Joe Ostwald to present)

3. Review, discuss and provide feedback on initial design concepts as presented by designer
    a. Review Meeting Goals and Agenda
    b. Review Past Precedent Studies
    c. Review Initial Concept Studies
    d. Comments and Direction

4. Agree on expectations and a plan for November meeting and public hearing, and any other necessary next steps

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

Final Meeting
Thursday November 16, 2006

## A G E N D A

I. Discussion (4:00pm-5:00pm)
   A. Format for Public Hearing
   B. Presentation of Monument Design at December Meeting of Capital Planning Commission
   C. Report Review Guidelines/Timeframes

II. Presentation of Monument Design and Public Comment (5:00pm-6:00pm)

III. Final Comments

IV. Adjourn

# APPENDIX C

## Initial Report to CPC

**Sen. Elizabeth H. Mitchell**
**Rep. Marilyn E. Canavan**

**Danielle Fox,** Legislative Analyst

**Kathleen L. Lyons**
**Peter W. Ogden**
**Joseph Ostwald**
**Earle Shettleworth, Jr.**
**Rosanne Tousignant**
**Diane Turcotte**

STATE OF MAINE

ONE HUNDRED AND TWENTY-SECOND LEGISLATURE

**COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE**

September 1, 2006

Mr. Earle Shettleworth, Chair
Capitol Planning Commission
65 State House Station
Augusta, Maine 04333

Dear Mr. Shettleworth:

The Commission to Arrange for a Monument Honoring Women Veterans of Maine is required by Resolves 2005, chapter 215 to submit an initial report to the Capitol Planning Commission regarding its work towards developing recommendations about an appropriate location and design for a monument honoring women veterans of Maine. The Commission is pleased to inform you of its progress after holding its first meeting on August 9, 2006.

Recognizing the lack of remaining space on the grounds surrounding the Capitol building, the commission is favorably considering locating the monument at the site of the future Maine Memorial Park, which is located along the Kennebec River between the Arsenal and the former AMHI Complex. The Bureau of General Services within the Department of Administrative and Financial Services, is in the early stages of developing this site and has committed to working with the Commission as it seeks to erect the monument.

Favoring a process that will allow for an expedient timeline and less expense, the commission is exploring working with vendors and designers currently contracted by the Bureau of General Services to work on the Maine Memorial Park. At the commission's next meeting to be held on Thursday, September 7th, members hope to meet with those contracted by BGS to determine if the envisioned monument can be incorporated into their future development of the park. This avenue is deemed more attractive than examining a large pool of designers and undertaking the RFP process.

Should you have any questions or comments, please do not hesitate to contact the commission's staff, Danielle D. Fox with the Legislature's Office of Policy and Legal Analysis at 287-1670.

Sincerely,

Senator Elizabeth H. Mitchell Representative Marilyn E. Canavan,
Co-chairs, Commission to Arrange for a Monument Honoring Women Veterans of Maine

# APPENDIX D

Draft Guidelines for memorials with Maine Memorial Park

# DRAFT
# Guidelines for the design and approval of memorials within Maine Memorial Park, Augusta

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# DRAFT
# Guidelines for the design and approval of memorials within Maine Memorial Park, Augusta

## Preamble

The Maine Memorial Park ("the Park") has been established on the State of Maine's East Campus on the former grounds of the Augusta Mental Health Institute. The site is directly across the Kennebec River from the State House and consists of approximately twenty acres. The Augusta State Facilities Master Plan has identified this area as open space and the Park Master Plan is consistent with the larger vision. The Park is bounded on the East by Hospital Street (Route 9), on the North by the Kennebec Arsenal, on the South by various state-owned facilities, and by Arsenal Street on the West, which is, as previously stated, adjacent to the river.

## 1. Purpose

From time to time requests are received from individuals and organizations for permission to place monuments, plaques or other memorials on State property in Augusta. The purpose of these Guidelines is to define the protocol for accepting, reviewing and approving memorials for the Park.

The following Guidelines apply to the placement of memorials on a permanent basis in the public spaces of Maine Memorial Park, Augusta. These Guidelines will:

- ensure that installations reflect subjects of lasting state-wide significance;
- preserve the beauty and significance of the Capitol, Maine Memorial Park, the East Campus and the Arsenal Historic Landscape;
- ensure that memorials are designed with sensitivity to their site and materials;
- conserve options for placement of memorials by future generations; and
- ensure that proposals for memorials are fully and fairly considered.

When properly designed, planned and displayed, memorials provide interpretation, furnish the general public with knowledge and provide meaningful cultural experiences.

The Capitol Planning Commission (CPC), as the trustee of State properties within the City of Augusta, is committed to protecting the integrity of the Capitol grounds while providing opportunities for appropriately designed ,memorials that honor an individual, organization or event that has proven to be beneficial to the greater good of the State of Maine.

In order to facilitate a fair assessment of a memorial request, the Capitol Planning Commission has established a Memorial Subcommittee to review, evaluate and recommend action on requests to the CPC. The Memorial Subcommittee shall be comprised of one representative from each of the following: the CPC, the Bureau of General Services, the Maine State Museum, the Maine Historic Preservation Commission, the Maine Arts Commission, a landscape architect, and an arts conservator.

## 2. Types of memorials permitted in the Park

The following represent the three categories of memorials that are permitted in the Park:

- Those commemorating a significant historical event;
- Those commemorating a person or group;
- Those commemorating an historic building or landscape (Arsenal property and Magazines)

Individuals, groups or events must have made a significant contribution to Maine history or culture at a statewide, national or international level, or have been Maine citizens who significantly advanced the greater good of the State of Maine.

## 3. Definitions of memorial installations

A distinction is made between simple plaques and more complex memorials.
The seven basic types of memorials are categorized as follows:

- **Simple plaques**: those mounted flush with the ground or a wall. The size should be appropriately designed per the limitations and consideration of the setting.
- **Adorned plaques:** those installed as part of a larger, more elaborate setting. These plaques include installations such as those that are pedestal mounted or affixed to a boulder.
- **Sculpture and other art works:** including but not limited to representational, non-objective, contemporary, and abstract pieces in a variety of artistic mediums. Artworks that are integrated into a placement or setting will be strongly encouraged.
- **Fountains:** may be fairly simple or large and complex. They will require additional consideration and review because of the plumbing and electrical systems required and the additional maintenance necessary for long-term care.
- **Living Memorials**: shrubs, trees and groves
- **Memorial gardens and plazas:** may include some of the objects listed above as well as a spatial experience.
- **Other memorials:** a "catch-all" category to cover proposals that may not fit into any of the categories previously described.

## 4. Basic Conditions for Approval

Any party proposing a memorial for installation in the Park should be aware of the following general conditions:

1. **All Inclusive Costs:** The cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits etc. must be financed by the requesting party. The memorial proposal shall include all-inclusive costs as no exclusions will be accepted in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the State that may include and not limited to: general liability, automobile insurance, professional liability

insurance, performance insurance bonds, workman's compensation coverage and others as required by the State.

2. **Site:** All proposed memorials must relate to and support their proposed site in the Park. Any party proposing to install a memorial must propose one (1) preferred and two (2) alternate sites for their project along with an explanation of the significance and relationship to each site.
3. **Maintenance:** In general, complex or large memorials that require significant and costly maintenance may require insurance, bond or an endowment fund, and a maintenance schedule by the memorial donor adequate to ensure its care conditions satisfactory to the donor and the State. The posted insurance or bond should also cover costs of installation and/or removal. If an adequate level of maintenance is not continued, the State reserves the right to remove or modify the memorial or a portion of the memorial. If the State commits to maintaining a particular memorial, but is not able to maintain the memorial at a level satisfactory to the donor, the donor shall have the opportunity to supplement maintenance as required.
4. **Wording on memorial plaques:** Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the Capitol Planning Commission's Memorial Subcommittee prior to fabrication of the plaque.
5. **Appropriate designer**: The memorial should be designed by a qualified professional in the field appropriate to the size, scale and complexity of the proposal. If the applicant does not have a designer, the Memorial Subcommittee can facilitate a commissioning process via competition or direct selection using the resources of the Maine Arts Commission.

## 5. Approval Criteria

All types of memorials listed above vary greatly in the impact they can have upon the Park. The review and process for allowing them to occur within the Park should reflect those differences. All memorials, however, should be judged for appropriateness according to the following criteria. These criteria are intended to serve as guidelines for the Memorial Committee reviewing body.

1. **General significance**: The person, group or event being memorialized is deemed significant enough to merit such honor. Individuals so honored, shall have been deceased for at least two years.
2. **Common values**: The memorial represents accepted community values and has been embraced and supported by the citizens of the State of Maine.
3. **Lasting values**: The memorial has timeless qualities and makes a statement of significance to future generations.
4. **Appropriate siting**: The location under consideration is an appropriate setting for the memorial; in general, there should be some specific geographic justification for the memorial being located in that spot. Memorials with a specific social context, i.e. those requiring space for public assembly, shall be sited accordingly, adjacent to designated areas.
5. **Balanced use of Park space**: The memorial design should contribute to the setting, from a functional or design standpoint and enhance the chosen location in a way meaningful to the

public. While appropriate memorials may enrich a park experience for park users, public open space in Maine Memorial Park is also a valued commodity and new memorials should be carefully reviewed to balance these two public benefits to protect the greater good.

6. **Compatible use of Park space**: The memorial design shall consider the relationships to adjacent memorials and natural features within the proposed site vicinity. The memorial shall not visually interfere with adjacent installations.
7. **Consistent with Master Plan**: The location of the memorial shall not be contrary to any adopted master plans.
8. **Not obstructive**: The location of the memorial shall not interfere with existing and proposed circulation and use patterns.
9. **Safety and access**: The memorial design shall ensure public safety and accessibility to the work.
10. **Environmentally appropriate**: The memorial design shall ensure environmental compatibility in all site issues.
11. **Enduring materials:** In all cases, permanent memorials shall be constructed of durable materials. Other materials may be considered by the CPC.
12. **Serviceable materials:** The feasibility of expected maintenance of the memorial should be a primary concern.

## 6. Approval Process

1. **Concept Feasibility Consultation:** Before proceeding with the subsequent steps of this process, applicants desiring to place a memorial should submit a letter to the Capitol Planning Commission's Memorial Committee that outlines in sufficient detail the main purpose and concept of their proposal. The Memorial Committee may then schedule a feasibility consultation. In the case of proposals for significant memorials, the Memorial Committee reserves the right to submit applicant's concept proposal to the CPC for their approval of the concept before embarking on further planning and study.
2. **Schematic Design and Review:** Once the initial feasibility of applicant's proposed memorial has been established, the applicant will be requested to submit Schematic Design information as to the design, size and materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, artists renderings and models, a rendering of the monument at the proposed site, and estimated costs. The CPC's Memorial Committee will meet to review any proposals and to make a recommendation to the CPC regarding the quality, validity and significance of the requested memorial to be placed in the Park. The Memorial Committee shall also consider appropriateness of site location, scale and design as well as general aesthetics in its review. The proposal must be submitted to the Memorial Committee 30 days prior to review.
3. **Schematic Approval, Modification or Disapproval:** Upon completion of the proposal review, the Memorial Committee will recommend accepting, rejecting, or modifying the proposal. This recommendation will be forwarded to the CPC. If the Memorial Committee recommends rejection of the proposal, the donor has the right after the schematic review process is complete to appeal the decision of the Memorial Committee to the Capitol Planning Commission for a reconsideration of the proposal. The decision of the Capitol Planning Commission shall be final and binding.

4. **Technical Development and Review:** Should schematic approval, with or without modifications be recommended by the Memorial Committee, the requesting party will then be required to complete construction documents and the following steps before presentation to the CPC for its approval:
   A. Prepare any additional submission requests as required by the Memorial Committee or the Bureau of General Services as part of the conceptual approval.
   B. Provide evidence of financing or fund raising activities.
   C. Submit proof of insurance requirements for review by the Memorial Committee.
   D. Provide construction documents as required for review by the Memorial Committee to finalize any engineering, structural or other similar review of the memorial proposal. If there are questions -such as utility locations and impacts- regarding the proposed site, these concerns must be addressed before the proposal can be placed on the CPC meeting agenda for its action.
5. **Final Approval:** Once all the requirements listed above have been completed, the proposal will be placed on its regularly scheduled meeting agenda of the CPC at least 60 days after the Memorial Committee approval. The CPC will consider all information, including the Memorial Committee recommendation, the concept proposal, construction documents and public testimony in its decision making process. The CPC may A) authorize the placement of the proposed memorial; B) request modification of the proposal; C) reject the proposal, or D) request additional information on the proposal. The decision of the CPC is final except that the CPC may elect to reconsider its decision.
   The requesting party of successful proposals will be required to enter into a contractual agreement with the Bureau of General Services prior to commencement of the work. The agreement will identify the terms and conditions of implementation of the proposed work.

## Appendix

**Reference and resources**: The Maine Memorial Park Master Plan is available at -----. Prospective applicants are urged to become familiar with the Plan prior to making a proposal.

For further information about the proposal process, prospective applicants may contact -----

# APPENDIX E

Scoping worksheet

# Overview:

Three key areas for Commission's consideration today:

- ✓ Type or style of monument
- ✓ Preferred timeframe for completion
- ✓ Cost or budget for monument

As a point of departure in the discussion, we can focus on three areas that would help describe this project: any visions of the desired **type** or **style** of monument, a preferred **timeframe** for completing the project, and anticipated limitations on **cost**.

This handout contains a few questions to help define each area.

After receiving this information, the designers may be able to a) develop a workplan that matches the available design fee allowance and b) prepare for the initial meeting with the Commission in taking further steps in illustrating the design for their monument.

# Discussion: Type or style of monument

*type or style of monument*

**1. What is the Commission's written statement of purpose for this monument?**
To honor Maine women veterans.

**2. Who is the anticipated audience?**
The general public including visitors to the state house/capitol complex, park visitors, school groups, and veterans.

**3. What type of experience do you wish a visitor to have at the monument site?**
Celebratory and respectful, but not somber or as contemplative as a cemetery. Should be a monument, not a memorial. Should instill pride, and educate about the role of women in U.S. military conflicts from the revolutionary war into the future.

**4. Are there activities, ceremonies or rituals that need to be accommodated at the monument site?**
Yes, many. Perhaps 50 people at the monument itself, with larger groups in space shared by the park.

**5. Does the Commission favor or oppose any particular type of monument, such as living monuments, plaques, sculptures, statues, other art work, fountains, gardens, plazas or any other genre?**
Statue/monument is the preferred genre. It is important for the monument to be readily understood by visitors and passers-by to be in honor of women veterans. Ideally should incorporate an educational component and should specifically or equally represent all branches of the service, or possibly be a multi-piece monument that represents a unified whole. Should instill a sense of pride, power and commitment. It should not be a plaque on granite or stone. Construction should be of a Maine material if possible. Monument should be inclusive of future servicewomen, so that a veteran who visits 15 or more years in the future feels the monument equally as much there monument as it is the monument of those who have come before. It should not be mysterious that the monument is for women veterans.

**6. Is this proposed monument to be distinct or similar compared with other monuments in the state?**

**7. Has the Commission identified existing monuments that might serve as commendable model for this monument project?**
Pictures of two monuments of some interest to the Commission where reviewed and are attached.

**8. Can the Commission list some existing monuments noting favorable and unfavorable features of each?**

**9. Do you have additional comments on the topic of type of monument?**

# Discussion: Preferred timeframe for completion

*preferred **timeframe** for completing the project*

**1. Are there known target dates or appropriate anniversary dates that could help define when the completion date of this monument project should be or must be?**
Likely to be dedicated on Veterans Day in the year of completion.

**2. Apart from the Capitol Planning Commission process for approval of this monument, are there dates for other parties to comment on this project?**
Public hearing to be held prior to December 7.

**3. Are there restrictions for meeting times and dates for Commission members, or other meeting restrictions or requirements?**
Yes. Commission itself is limited to approximately 4 meetings, two of which already have been held.

**4. Would it be useful to attempt to identify approximate timeframes and expectations for design, approvals, fundraising, construction, and installation?**
Initially and tentatively, construction season of 2009 is the installation goal, with design and fundraising occurring in 2006-2008, and construction/installation in 2008-2009.

**5. Does the Commission have a preference on whether the monument is installed upon completion of the monument itself, or only upon completion of Memorial Park?**
The Commission wants to see the park proceed, perhaps even in phases, but does not want the completion of the park to be a criteria for installation. The design and location, ideally to be determined with the designers at a site visit at a future meeting, should accommodate installation whenever the monument is ready.

**6. Do you have additional comments on the topic of schedule?**

# Discussion: Cost or budget for monument

*anticipated limitations on **cost***

**1. Is there a set limit or approximate cost for the project or, put another way, is there an estimated amount which the Commission is planning to raise?**
Tentative fundraising goal is $250,000.

**2. Does the Commission want to establish an approximate budget or expense range as a starting point and develop a plan that fits that budget, or does the Commission want to plan the monument without regard to cost and strive to meet that budget, whatever it may be?**
Commission tentatively set goal of $250,000 and is interested to see what can be achieved in that budget range.

**3. Would the type of monument be different if the Commission knew at the start how much funding was available for the project?**
No, except minor modifications if necessary to meet the eventual project budget.

**4. Has the Commission considered that a maintenance endowment may be required for this monument?**
Yes. The Commission discussed this and expects it would be held to the same standard, if there is one, as will be adopted for other installations in the park. An endowment of 10 percent of total project cost was discussed.

**5. Do you have additional comments on the topic of cost?**

Once the preceding items having been discussed and documented, we can try to fit a proposed rough workplan to the proposed approximate $10,000 available for fee and reimbursable expenses. This plan presumes there will be work by the designers not fully described below to prepare for each meeting. The caveat to both the Commission and the designers is that this is only a starting point that needs the input of both parties.

With the Commission's permission, BGS and Legislative staff developed and are pursuing the following timeline, pending any changes by the Commission:

1. September, 2006: Commission sets written direction
Commission establishes and communicates to a designer the type of monument, timeframe and cost, based on the discussion (*Commission meeting #2*) of September 7, 2006. Communication is in the form of written answers to the questions posed at the September 7, meeting. BGS to facilitate communication between Commission and designer.

2. October, 2006: Commission meets with designers
Women Veterans of Maine Monument Commission and designers discuss (*Commission meeting #3*) proposed goals, type of monument, location (possibly including a site visit during meeting), and to review initial concept images based on the designers experience with memorial park and previous written input from the Commission.

3. November, 2006: Public hearing and confirm approach
Commission and designers meet, incorporating a public hearing, to adopt a concept design based on prior drawings, commission input and public hearing. Commission directs designers which single concept/design to develop. (*Commission meeting #4*.)

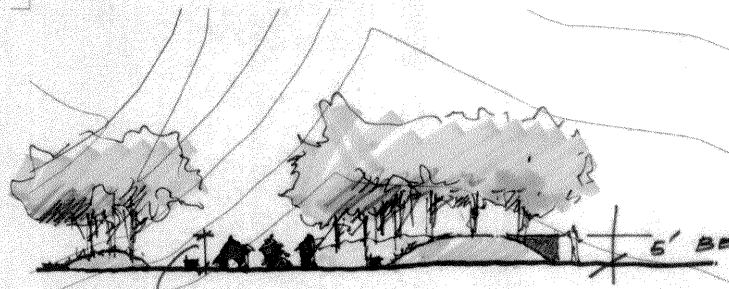
4. November, 2006: Designer forwards final concept design and report, including an estimated cost range, to the Commisison for its review and information. Commission members to reply in writing through the Commission chairs if there is any additional comment on the final design and report.

5. December 7, 2006: Presentation to Capital Planning Commission
Designers present report to the CPC. Receive comments from CPC to incorporate into refinement of monument design.

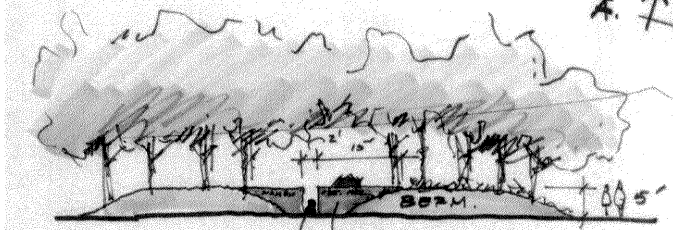
6. December 31, 2006: Initial design phase concluded
Commission prepared to begin fundraising based on approval by both the Capital Planning Commission and the Women Veterans of Maine Monument Commission. Drawings to be updated if necessary to incorporate CPC comments and final drawings to be provided to BGS and Women Veterans of Maine Monument Commission.

# APPENDIX F

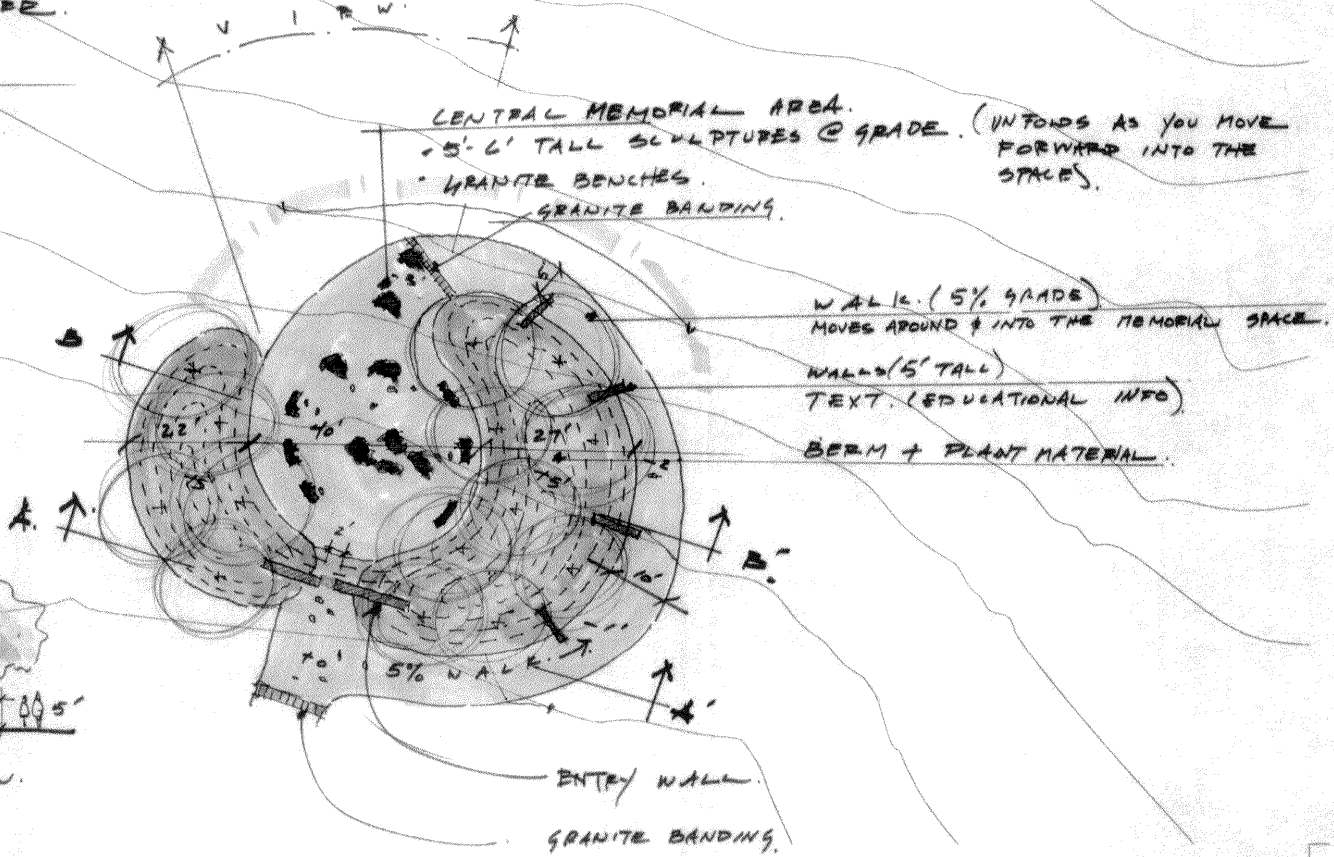
Selected design rendering




SECTION B-B'
1" = 1'-0"




SECTION A-A'
1" = 1'-0"




Richardson & Associates, Landscape Architects
11 Middle Street Saco, Maine 04072 t. 207.286.9291f. 207.286.9650 Mail@richardsonassociates.com

Evan Haynes, Artist
526 New Gloucester Road, North Yarmouth, Maine

Women Veterans Memorial
Augusta Maine Memorial, Augusta, Maine

Site Option

# APPENDIX G

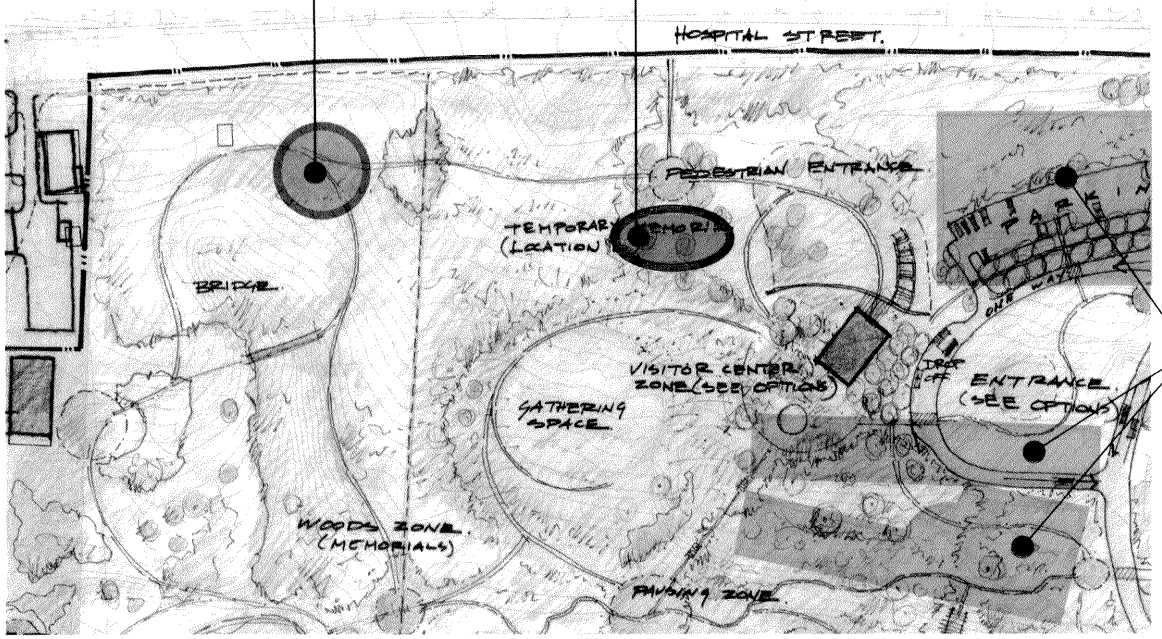
Proposed Maine Memorial Park Design

## Site Location B

1.Natural setting
2. No Re-garding as per the Maine Memorial Park Master plan
3. Ravine and level topography
4. Views internal to ravine area

## Site Location A

1. Views to West Campus, future Visitor Center, other Memorials
2. Emphasis on Horizon and Sky
3. Natural grade slopes away from Hospital Street
4. Women Veteran's Memorial must dovetails into overall grading plan of the Maine Memorial Park.
5. Close proximity to Future Visitor Center




Existing Parking

Richardson & Associates, Landscape Architects

Evan Haynes, Artist

Site Location Options

Women Veteran's Memorial in Maine Memorial Park

STATE OF MAINE
122nd LEGISLATURE
SECOND REGULAR SESSION

# Final Report
# of the

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

December 2006


Members:
Sen. Elizabeth H. Mitchell, Chair
Rep. Marilyn E. Canavan, Chair

Chip Gavin
Kathleen L. Lyons
Peter W. Ogden
Earle Shettleworth, Jr.
Rosanne Tousignant
Diane Turcotte

Staff:
Danielle D. Fox, Legislative Analyst
Office of Policy & Legal Analysis
Maine Legislature
(207) 287-1670

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- **B. Meeting agenda**
- **C. Initial report to CPC**
- **D. Draft guidelines for memorials with Maine Memorial Park**
- **E. Scoping worksheet**
- **F. Selected design rendering**
- **G. Proposed Maine Memorial Park Design**

# Commission to Arrange for a Monument Honoring Women Veterans of Maine

## Final Report

The Commission to Arrange for a Monument Honoring Women Veterans of Maine, pursuant to Resolves 2005 Chapter 215, submits its final report to the Capital Planning Commission. The Commission submitted an initial report on September 1, 2006 (Appendix C).

The duties of the Commission were to develop recommendations for a design and a location and other matters relating to installation of a monument honoring women veterans of Maine. The Commission held four meetings from August to November 2006. The final meeting of the Commission included a public hearing at which a proposed location and design for the monument were presented for public comment.

During the course of its work, the commission selected a location and a conceptual design for the monument. This report describes the meetings of the commission and the process used to arrive at a concept for the design of the monument and the selection of a location.

### Monument design and site location

At the first meeting of the commission, held on August 9th, 2006, members reviewed enabling legislation and were briefed on the role of the Capitol Planning Commission (CPC) in approving the monument. In his remarks, Earle Shettleworth Jr. of the CPC informed the commission that suitable space available for a monument on the grounds immediately surrounding the Capitol Building is very limited. In light of that, representatives from the Bureau of General Services (BGS) shared with the commission, plans for a proposed Maine Memorial Park to be located adjacent to the grounds of the former AMHI complex across the Kennebec River from the Capitol Campus. The Maine Memorial Park was discussed as the location for the monument because of the lack of available space surrounding the Capitol Building for additional monuments and because the vision for the future monument was consistent the proposed purpose for the park.

According to its draft guidelines, the proposed Maine Memorial Park consists of approximately 20-acres and is intended to furnish the general public with knowledge and to provide meaningful cultural experiences, in part, by displaying monuments or memorials that honor an individual, organization or event that has proven to be beneficial to the greater good of the State of Maine (Appendix D). At the time this report was submitted, the Maine Memorial Park was in the early planning stages of development. After learning about the proposed Maine Memorial Park, Commission members agreed that, pending CPC approval, it should be the future location of the Maine Women Veterans Monument.

Another consideration that was discussed during the first meeting was the process of selecting a designer of the monument. The commission decided to use the landscape architect

ongoing, but the intent is to have raised enough money to begin construction in 2008 and reach the installation stage by the end of construction season in 2009.

# APPENDIX A

Resolve

# RESOLVES
# Second Regular Session of the 122nd

## CHAPTER 215
## S.P. 776 - L.D. 2013

### Resolve, Regarding a Monument for Women Veterans of Maine

**Emergency preamble. Whereas,** acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

**Whereas,** it is appropriate and timely to honor women veterans of Maine and to enable the Commission to Arrange for a Monument Honoring Women Veterans of Maine to complete its work for this purpose; and

**Whereas,** the study must be initiated before the 90-day period expires in order that the study may be completed and the recommendations submitted in time to coordinate with the work of the Capitol Planning Commission on planning a monument park; and

**Whereas,** in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore, be it

**Sec. 1. Resolve 2005, c. 116, §4, amended. Resolved:** That Resolve 2005, c. 116, §4 is amended to read:

**Sec. 4. Appointments; convening of commission. Resolved:** That all appointments must be made no later than 30 days following the effective date of this resolve. The appointing authorities shall notify the Executive Director of the Legislative Council and the Director of the Bureau of General Services within the Department of Administrative and Financial Services once all appointments have been completed. ~~Within 15 days after appointment of all members, but not later than August 1st~~ No later than July 1, 2006, the chairs shall call and convene the first meeting of the commission; and be it further

; and be it further

**Sec. 2. Resolve 2005, c. 116, §8, repealed and replaced. Resolved:** That Resolve 2005, c. 116, §8 is repealed and the following enacted in its place:

**Sec. 8. Funding. Resolved:** That funding for the commission is as provided by law; and be it further

; and be it further

**GENERAL FUND $0 $3,990**

---

**DEPARTMENT TOTAL -**
**ALL FUNDS $0 $3,990**
**SECTION TOTALS 2005-06 2006-07**

**GENERAL FUND $0 $0**

---

**SECTION TOTAL -**
**ALL FUNDS $0 $0**

; and be it further

**Sec. 6. Retroactivity. Resolved:** That this resolve applies retroactively to September 15, 2005.

**Emergency clause.** In view of the emergency cited in the preamble, this resolve takes effect when approved.

Effective May 30, 2006.

~~than August 1st~~, No later than July 1, 2006 the chairs shall call and convene the first meeting of the commission; and be it further

**Sec. 5. Duties. Resolved:** That the commission shall develop recommendations for a design and a location and other matters relating to installation of a monument honoring women veterans of Maine for review by and approval of the Capitol Planning Commission pursuant to section 10 of this resolve; and be it further

**Sec. 6. Staff assistance. Resolved:** That the Legislative Council shall provide necessary staffing services to the commission; and be it further

**Sec. 7. Meetings. Resolved:** That the commission may hold meetings, one of which must be a public hearing. When possible, meetings should be held when the Legislature is not in session; and be it further

**Sec. 8. Funding. Resolved:** ~~That the commission may seek outside funds to fully fund all costs of the commission. If sufficient outside funding has not been received by September 15, 2005 to fully fund all costs of the commission, no meetings are authorized and no expenses of any kind may be incurred or reimbursed. Contributions to support the work of the commission may not be accepted from any party having a pecuniary or other vested interest in the outcome of the matters being studied. Any person, other than a state agency, desiring to make a financial or in-kind contribution must certify to the Legislative Council that it has no pecuniary or other vested interest in the outcome of the study. The certification must be made in the manner prescribed by the Legislative Council. All funds accepted must be forwarded to the Executive Director of the Legislative Council along with an accounting record that includes the amount of the funds, the date the funds were received, from whom the funds were received and the purpose of and any limitation on the use of those funds. The Executive Director of the Legislative Council shall administer any funds received by the commission. The Executive Director shall notify the chairs of the commission when sufficient funding has been received;~~ That funding for the commission is as provided by law; and be it further

**Sec. 9. Compensation. Resolved:** That the legislative members of the commission are entitled to receive the legislative per diem, as defined in the Maine Revised Statutes, Title 3, section 2, and reimbursement for travel and other necessary expenses related to their attendance at authorized meetings of the commission. Public members not otherwise compensated by their employers or other entities that they represent are entitled to receive reimbursement of necessary expenses and, upon a demonstration of financial hardship, a per diem equal to the legislative per diem for their attendance at authorized meetings of the commission; and be it further

**Sec. 10. Consultation; reports. Resolved:** That, when the commission has developed recommendations about an appropriate location and design for the monument honoring women veterans of Maine, but not later than ~~January 2~~ September 1, 2006, the commission shall submit its initial report for review by the Capitol Planning Commission. A final report must be submitted to the Capitol Planning Commission by ~~March 1~~ December 7, 2006. Upon submission of its required reports, the commission terminates; and be it further

**Sec. 11. Repealed by c. 215 and replaced with:**

| | | |
|---|---|---|
| **DEPARTMENT TOTAL - ALL FUNDS** | **$0** | **$3,990** |
| **SECTION TOTALS** | **2005-06** | **2006-07** |
| **GENERAL FUND** | **$0** | **$0** |
| **SECTION TOTAL - ALL FUNDS** | **$0** | **$0** |

; and be it further

**Retroactivity. Resolved:** That this resolve applies retroactively to September 15, 2005.

**Emergency clause.** In view of the emergency cited in the preamble, this resolve takes effect when approved.

G:\STUDIES-2006\Women Veterans Monument\Annotated Enabling Legislation.doc

# APPENDIX B

Meeting Agenda

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

First Meeting
Wednesday August 9, 2006

## A G E N D A

I. Welcome and introductions

II. Review of enabling legislation (pink attachment)

III. General issues for consideration
- A. Capitol Planning Commission Role
- B. Fundraising
- C. Establishing a state account

IV. Ideas for monument
- A. Examples of other monuments (Peter Ogden)
- B. Update on EMS memorial and Maine Memorial Park (Joseph Ostwald)
- C. Commission member discussion:
  - Location
  - Type/material
  - Artist
  - Timeframe

V. Future meeting planning - adjourn

# COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE

Third Meeting
Thursday October 17, 2006

## A G E N D A

1. Site visit and overview with designers
    a. Review site characteristic
    b. Review potential changes to site according to Maine Memorial Park Master Plan

2. Review Scope of Services that designer will provide to Commission (Joe Ostwald to present)

3. Review, discuss and provide feedback on initial design concepts as presented by designer
    a. Review Meeting Goals and Agenda
    b. Review Past Precedent Studies
    c. Review Initial Concept Studies
    d. Comments and Direction

4. Agree on expectations and a plan for November meeting and public hearing, and any other necessary next steps

# APPENDIX C

## Initial Report to CPC

Sen. Elizabeth H. Mitchell
Rep. Marilyn E. Canavan

Danielle Fox, Legislative Analyst

Kathleen L. Lyons
Peter W. Ogden
Joseph Ostwald
Earle Shettleworth, Jr.
Rosanne Tousignant
Diane Turcotte

STATE OF MAINE

ONE HUNDRED AND TWENTY-SECOND LEGISLATURE

**COMMISSION TO ARRANGE FOR A MONUMENT HONORING WOMEN VETERANS OF MAINE**

September 1, 2006

Mr. Earle Shettleworth, Chair
Capitol Planning Commission
65 State House Station
Augusta, Maine 04333

Dear Mr. Shettleworth:

The Commission to Arrange for a Monument Honoring Women Veterans of Maine is required by Resolves 2005, chapter 215 to submit an initial report to the Capitol Planning Commission regarding its work towards developing recommendations about an appropriate location and design for a monument honoring women veterans of Maine. The Commission is pleased to inform you of its progress after holding its first meeting on August 9, 2006.

Recognizing the lack of remaining space on the grounds surrounding the Capitol building, the commission is favorably considering locating the monument at the site of the future Maine Memorial Park, which is located along the Kennebec River between the Arsenal and the former AMHI Complex. The Bureau of General Services within the Department of Administrative and Financial Services, is in the early stages of developing this site and has committed to working with the Commission as it seeks to erect the monument.

Favoring a process that will allow for an expedient timeline and less expense, the commission is exploring working with vendors and designers currently contracted by the Bureau of General Services to work on the Maine Memorial Park. At the commission's next meeting to be held on Thursday, September 7th, members hope to meet with those contracted by BGS to determine if the envisioned monument can be incorporated into their future development of the park. This avenue is deemed more attractive than examining a large pool of designers and undertaking the RFP process.

# APPENDIX D

Draft Guidelines for memorials with Maine Memorial Park

# DRAFT
# Guidelines for the design and approval of memorials within Maine Memorial Park, Augusta

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*Section* *page*

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**1. Purpose**
Defines the reasons for the Park, the roles of the Capital Planning Commission and the Memorial subcommittee, and the purpose of the guidelines ..... 2

**2. Types of Memorials**
Three broad categories of memorials and levels of significance ..... 3

**3. Definitions of Memorial installations**
Seven categories of memorials by design approaches, materials and scale ..... 3

**4. Basic Conditions for Approval**
Initial considerations for those proposing memorials ..... 3

**5. Approval Criteria**
A checklist of design considerations for the Memorial Committee reviewing body and memorial designers ..... 4

**6. Approval Process**
The five step design review process for applicants ..... 5

Appendix ..... 7

## 2. Types of memorials permitted in the Park

The following represent the three categories of memorials that are permitted in the Park:

- Those commemorating a significant historical event;
- Those commemorating a person or group;
- Those commemorating an historic building or landscape (Arsenal property and Magazines)

Individuals, groups or events must have made a significant contribution to Maine history or culture at a statewide, national or international level, or have been Maine citizens who significantly advanced the greater good of the State of Maine.

## 3. Definitions of memorial installations

A distinction is made between simple plaques and more complex memorials.
The seven basic types of memorials are categorized as follows:

- **Simple plaques**: those mounted flush with the ground or a wall. The size should be appropriately designed per the limitations and consideration of the setting.
- **Adorned plaques:** those installed as part of a larger, more elaborate setting. These plaques include installations such as those that are pedestal mounted or affixed to a boulder.
- **Sculpture and other art works:** including but not limited to representational, non-objective, contemporary, and abstract pieces in a variety of artistic mediums. Artworks that are integrated into a placement or setting will be strongly encouraged.
- **Fountains:** may be fairly simple or large and complex. They will require additional consideration and review because of the plumbing and electrical systems required and the additional maintenance necessary for long-term care.
- **Living Memorials**: shrubs, trees and groves
- **Memorial gardens and plazas:** may include some of the objects listed above as well as a spatial experience.
- **Other memorials:** a "catch-all" category to cover proposals that may not fit into any of the categories previously described.

## 4. Basic Conditions for Approval

Any party proposing a memorial for installation in the Park should be aware of the following general conditions:

1. **All Inclusive Costs:** The cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits etc. must be financed by the requesting party. The memorial proposal shall include all-inclusive costs as no exclusions will be accepted in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the State that may include and not limited to: general liability, automobile insurance, professional liability

public. While appropriate memorials may enrich a park experience for park users, public open space in Maine Memorial Park is also a valued commodity and new memorials should be carefully reviewed to balance these two public benefits to protect the greater good.

6. **Compatible use of Park space**: The memorial design shall consider the relationships to adjacent memorials and natural features within the proposed site vicinity. The memorial shall not visually interfere with adjacent installations.
7. **Consistent with Master Plan**: The location of the memorial shall not be contrary to any adopted master plans.
8. **Not obstructive**: The location of the memorial shall not interfere with existing and proposed circulation and use patterns.
9. **Safety and access**: The memorial design shall ensure public safety and accessibility to the work.
10. **Environmentally appropriate**: The memorial design shall ensure environmental compatibility in all site issues.
11. **Enduring materials:** In all cases, permanent memorials shall be constructed of durable materials. Other materials may be considered by the CPC.
12. **Serviceable materials:** The feasibility of expected maintenance of the memorial should be a primary concern.

## 6. Approval Process

1. **Concept Feasibility Consultation:** Before proceeding with the subsequent steps of this process, applicants desiring to place a memorial should submit a letter to the Capitol Planning Commission's Memorial Committee that outlines in sufficient detail the main purpose and concept of their proposal. The Memorial Committee may then schedule a feasibility consultation. In the case of proposals for significant memorials, the Memorial Committee reserves the right to submit applicant's concept proposal to the CPC for their approval of the concept before embarking on further planning and study.
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For further information about the proposal process, prospective applicants may contact -----

# APPENDIX E

Scoping worksheet

# Overview:

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- ✓ Preferred timeframe for completion
- ✓ Cost or budget for monument

As a point of departure in the discussion, we can focus on three areas that would help describe this project: any visions of the desired **type** or **style** of monument, a preferred **timeframe** for completing the project, and anticipated limitations on **cost**.

This handout contains a few questions to help define each area.

After receiving this information, the designers may be able to a) develop a workplan that matches the available design fee allowance and b) prepare for the initial meeting with the Commission in taking further steps in illustrating the design for their monument.

# Discussion: Preferred timeframe for completion

*preferred **timeframe** for completing the project*

**1. Are there known target dates or appropriate anniversary dates that could help define when the completion date of this monument project should be or must be?**
Likely to be dedicated on Veterans Day in the year of completion.

**2. Apart from the Capitol Planning Commission process for approval of this monument, are there dates for other parties to comment on this project?**
Public hearing to be held prior to December 7.

**3. Are there restrictions for meeting times and dates for Commission members, or other meeting restrictions or requirements?**
Yes. Commission itself is limited to approximately 4 meetings, two of which already have been held.

**4. Would it be useful to attempt to identify approximate timeframes and expectations for design, approvals, fundraising, construction, and installation?**
Initially and tentatively, construction season of 2009 is the installation goal, with design and fundraising occurring in 2006-2008, and construction/installation in 2008-2009.

**5. Does the Commission have a preference on whether the monument is installed upon completion of the monument itself, or only upon completion of Memorial Park?**
The Commission wants to see the park proceed, perhaps even in phases, but does not want the completion of the park to be a criteria for installation. The design and location, ideally to be determined with the designers at a site visit at a future meeting, should accommodate installation whenever the monument is ready.

**6. Do you have additional comments on the topic of schedule?**

Once the preceding items having been discussed and documented, we can try to fit a proposed rough workplan to the proposed approximate $10,000 available for fee and reimbursable expenses. This plan presumes there will be work by the designers not fully described below to prepare for each meeting. The caveat to both the Commission and the designers is that this is only a starting point that needs the input of both parties.

With the Commission's permission, BGS and Legislative staff developed and are pursuing the following timeline, pending any changes by the Commission:

1. September, 2006: Commission sets written direction
Commission establishes and communicates to a designer the type of monument, timeframe and cost, based on the discussion (*Commission meeting #2*) of September 7, 2006. Communication is in the form of written answers to the questions posed at the September 7, meeting. BGS to facilitate communication between Commission and designer.

2. October, 2006: Commission meets with designers
Women Veterans of Maine Monument Commission and designers discuss (*Commission meeting #3*) proposed goals, type of monument, location (possibly including a site visit during meeting), and to review initial concept images based on the designers experience with memorial park and previous written input from the Commission.

3. November, 2006: Public hearing and confirm approach
Commission and designers meet, incorporating a public hearing, to adopt a concept design based on prior drawings, commission input and public hearing. Commission directs designers which single concept/design to develop. (*Commission meeting #4.*)

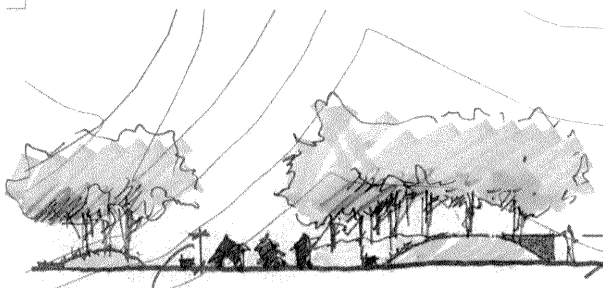
4. November, 2006: Designer forwards final concept design and report, including an estimated cost range, to the Commisison for its review and information. Commission members to reply in writing through the Commission chairs if there is any additional comment on the final design and report.

5. December 7, 2006: Presentation to Capital Planning Commission
Designers present report to the CPC. Receive comments from CPC to incorporate into refinement of monument design.

6. December 31, 2006: Initial design phase concluded
Commission prepared to begin fundraising based on approval by both the Capital Planning Commission and the Women Veterans of Maine Monument Commission. Drawings to be updated if necessary to incorporate CPC comments and final drawings to be provided to BGS and Women Veterans of Maine Monument Commission.

# APPENDIX F

Selected design rendering



5' BERM + PLANT MATERIALS.

5'-6' TALL SCULPTURE.

SECTION B-B'

1"=1'-0"

VIEW.

CENTRAL MEMORIAL AREA.

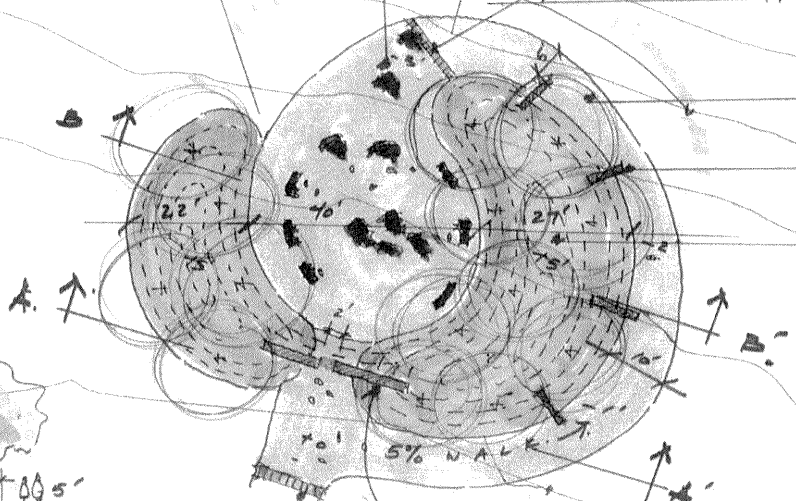
- 5'-6' TALL SCULPTURES @ GRADE. (INTONDS AS YOU MOVE FORWARD INTO THE SPACES.
- GRANITE BENCHES.

GRANITE BANDING.

WALLS. (5% GRADE) MOVES AROUND & INTO THE MEMORIAL SPACE.

WALLS (5' TALL) TEXT. (EDUCATIONAL INFO).

BERM + PLANT MATERIAL.



ENTRY WALL. SCULPTURE BELOW.

SECTION A-A'

1"=1'-0"

ENTRY WALL.

GRANITE BANDING.

Site Option


**Richardson & Associates,** Landscape Architects

11 Middle Street Saco, Maine 04072 t. 207.284.9291f. 207.284.9650 Mail@richardsonassociates.com

Evan Haynes, Artist

176 New Gloucester Road North Falmouth, Maine


Women Veterans Memorial

Augusta Maine Memorial, Augusta, Maine

# APPENDIX G

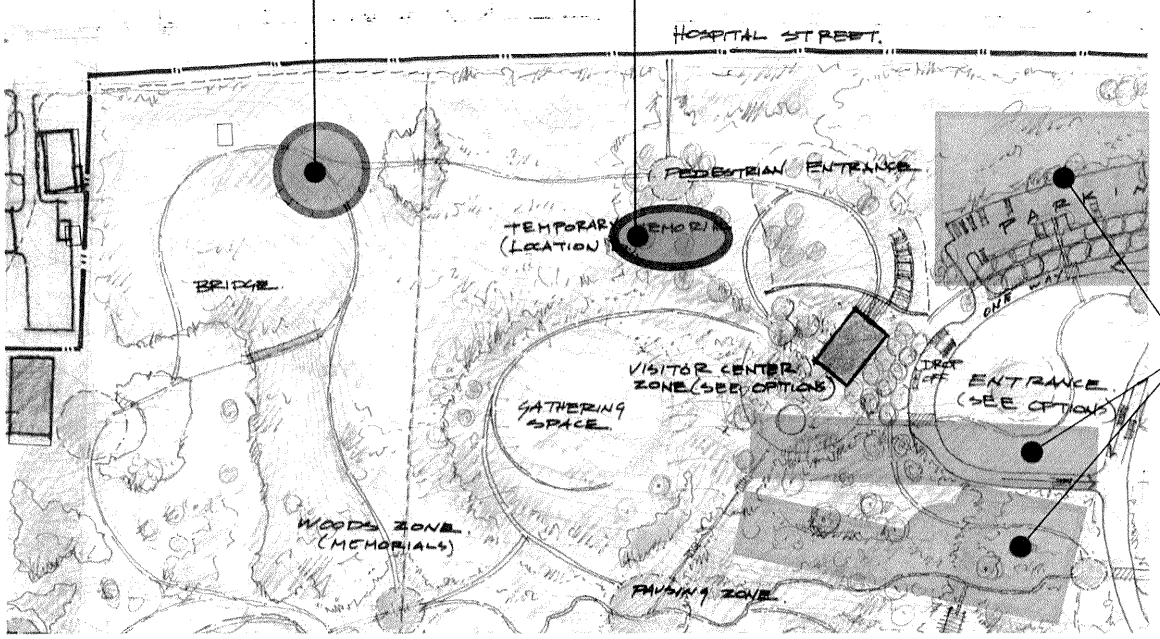
## Proposed Maine Memorial Park Design

## Site Location B

1. Natural setting
2. No Re-garding as per the Maine Memorial Park Master plan
3. Ravine and level topography
4. Views internal to ravine area

## Site Location A

1. Views to West Campus, future Visitor Center, other Memorials
2. Emphasis on Horizon and Sky
3. Natural grade slopes away from Hospital Street
4. Women Veteran's Memorial must dovetails into overall grading plan of the Maine Memorial Park
5. Close proximity to Future Visitor Center




Existing Parking