




Thomas A. Golden, Jr.  
City Manager

Doreen Burgess  
Assistant To The City Manager

## MEMORANDUM

**TO:** Thomas A. Golden, Jr., City Manager 

**FROM:** Melissa Desroches, Executive Assistant to the City Manager

**CC:** Conor Baldwin, CFO; Doreen Burgess, Assistant to the City Manager; Erastus Mwangi, Assistant to the Mayor; Stephen Stowell, Administrator of the Lowell Historic Board

**DATE:** August 22, 2023

**SUBJECT: Motion Response: C. Robinson/C. Scott—7/25/23--Req. City Mgr. Provide An Update On Policy Regarding Mayoral Portraits**

On April 14, 2020, Councilor Samaras requested the City Manager establish an ad hoc commission to prepare a protocol regarding placement of Mayoral portraits throughout City Hall. Attached please find the existing Mayoral Portrait Policy, a diagram of the Modern Mayor's Hall, as well as the original motion response from 2020. This policy is an attempt to codify the portrait procedures and make the process less subjective.

The City Manager's Office has been working in conjunction with the Mayor's Office and the Lowell Historic Board Administrator to bring recommendations to the Council. It has been suggested that an adjustment be made to the policy regarding the placement of most recent portraits, as well as portraits of historical significance. It has also been suggested that former Mayors currently serving on the City Council should remain on the main floor of the Modern Mayors Hall. It is also worth noting that the earliest surviving portraits currently hang in the Mayor's Reception Room. The Historic Board had the portraits restored in an effort to recognize the important historical legacy of the previous Mayors.

Upon review of the policy, it is recommended that the Council send to the Rules Committee.



Diane N. Tradd  
*Assistant City Manager/DPD Director*

R. Eric Slagle  
*Director of Development Services*

David Fuller  
*Building Commissioner*

TO: Eileen Donoghue, City Manager *EID*  
FROM: R. Eric Slagle, Director of Development Services  
Steve Stowell, Historic Board Administrator

DATE: April 28, 2020

RE: Motion by C. Samaras - Req. City Mgr. Establish An Ad Hoc Commission To Prepare A Protocol Regarding Placement Of Mayoral Portraits Throughout City Hall.

This memorandum addresses the requests from Councilor Samaras regarding the placement of mayoral portraits in City Hall. Attached please find a draft policy and diagram for the Council's review.

ES

04/14/2020

## Mayoral Portrait Policy

1. Mayoral Portraits shall be of the following size and composition
  - a. The frame for a mayoral portrait shall be no larger than 39.5 inches wide and 49.5 inches tall.
  - b. The composition of the portrait shall show the mayor facing the viewer, in professional attire, from the waist up, in either the City Council Chambers or Mayor's Reception Room.
  - c. Following the adoption of this policy, portraits not conforming to the above guidelines shall not be commissioned by the Mayor's Office or hung in City Hall.
  
2. Portrait Locations
  - a. Mayoral portraits may be displayed in City Hall from the staircase between the first and second floors up to the third floor, including the balcony of the City Council Chambers.
  - b. The second floor of City Hall, on the wall outside the Mayor's Reception Room to Room 51 and above the water fountain across from Room 50, shall be reserved for the last twelve (12) mayors (Modern Mayors Hall). Please see attached diagram.
  - c. Mayors will be numbered chronologically by most recent term served from 1 – 12, with the current mayor being number 1, and the mayor whose most recent term is the most distant being number 12.
  - d. The mayoral portraits in Modern Mayors Hall shall be hung by number as listed in the diagram below.
  - e. The locations on the staircase leading from the second floor to the third floor shall be reserved for portraits of Benjamin Butler and Frederic Greenhalge, each of whom served as Governor of Massachusetts.
  - f. Once a mayoral portrait is no longer hung in Modern Mayors Hall, it shall be deemed a historical mayoral portrait, and placed in the care of the Lowell Historic Board. Historical mayoral portraits shall either be placed in secure storage or hung in City Hall, at the sole discretion of the Lowell Historic Board. The decision to hang a portrait in City Hall shall take into consideration the following:
    1. The historical significance of the mayor;
    2. The condition of the portrait;
    3. The context of the portrait, both in size, condition, and age, with the surrounding portraits.
  - g. Historical mayoral portraits shall be divided into two sizes, large and small. If such portraits are hung in City Hall, they shall be hung as follows:
    1. Small portraits shall be placed in one of the 8 locations listed below.
    2. Large portraits shall be placed at one of the 22 locations listed below.
    3. Locations of historical mayoral portraits shall be reviewed periodically by the Lowell Historic Board Administrator.

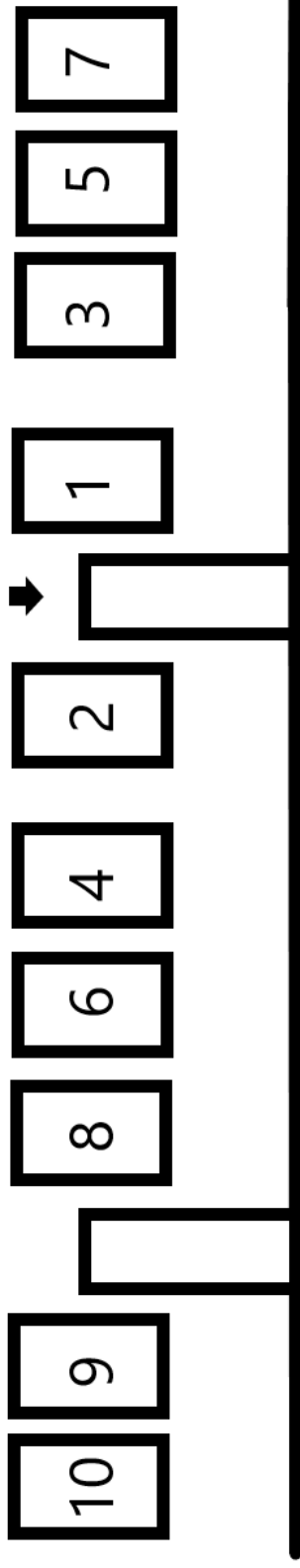
### Small Portrait Locations

1. One location on third floor outside Purchasing
2. Two locations on third floor between Engineering and Law Departments.
3. One location on second floor in hall leading to Room 55.
4. Four locations on the second floor outside the Manager's Office.

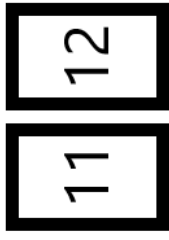
### Large Portrait Locations

1. Four locations on the third floor in the City Council Chambers balcony.
2. Four locations on the third floor outside Purchasing.
3. Two locations on third floor between Engineering and Law Departments.
4. Three locations on the staircase between the second floor and third floor.
5. One location on second floor outside the Mayor's Reception Room.
6. One location on the second floor outside the Manager's Office.
7. Seven locations on the staircase between the first floor and second floor.

Mayor's Office



Across the Hallway



# Modern Mayors Hall

