

**BOARD OF SELECTMEN POLICY**

***NAMING OF FACILITIES AND PLACEMENT OF MEMORIALS***

Date Approved by BOS:

Signature of Chair:

February 5, 2007

*Jeanne K. Krieger*

Policy:

1. The Board of Selectmen is responsible for the naming (or renaming) of any land or facility, except school properties. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of a parcel of land and places or natural features contained therein. Once a facility has been named, renaming will be approved only in extraordinary circumstances.
2. The Board of Selectmen is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial and ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures, and walls.

Procedure:

1. A proposal to name land or a facility must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The proponent or his or her designee will present the request to the Board of Selectmen at a regularly scheduled meeting. In addition to consulting with a related board or committee the Board of Selectmen may appoint a committee to assist with its review of any proposal, including size, type of materials and all design features.
2. A proposal for the placement of a memorial object, piece of artwork, sign, or other fixture must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal including design and wording. The Board will vote on the proposal at a regularly scheduled meeting.
3. The Board of Selectmen shall review existing land and facility names to avoid duplication, confusing similarity or inappropriateness.
4. Approval of the placement of a memorial object, artwork, sign, or other fixture will only be made after a determination by the Board of Selectmen that the proposal will not: limit physical access to the site; endanger the safety of the public; interfere with any utility or access thereto; be limited by unacceptable special restrictions, conditions or covenants; or create a significant budgetary obligation on the Town for which no provisions had been made.
5. Donation of memorial objects, artwork, signs or fixtures must be formally accepted by the Board of Selectmen in accordance with Massachusetts General Laws.

Criteria for selection of names:

1. The geographic location of the land or facility.
2. An outstanding feature of the land or facility.
3. A commonly recognized historical event, group or individual.
4. An individual or group who contributed significantly to the acquisition and/or development of the land or facility.
5. An individual or group who have made a significant and exceptional contribution to the community as a whole.

Ref: New Policy approved February 5, 2007.