



POLICY No.: L-13
DATE ADOPTED: 10-21-2009
UPDATED: 11-02-2011

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy On Naming Town Owned Property

The West Boylston Board of Selectmen shall be responsible for the naming of town owned properties when it is requested that the proposed property, for historical, cultural, geographical, memorialization or other such purpose, should be recognized with a formal name or title, except for school property, which, by law, is solely under the control of the School Committee. For purposes of this policy, property shall include land or structures acquired by the Town through purchase, gift or other such means.

Policy

1. The Board of Selectmen is responsible for the naming (or renaming) of any facilities located on parcels of land under the jurisdiction of the Board. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of the 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 or ornamental signs, sculptures, banner, benches, trees or other plantings, fountains, detached structures, and walls.
3. In the case of a written proposal by an applicant for co-memorization of a Veteran, the Committee shall forward a copy of the request to the Director of Veteran Services (hereinafter "Director") for consideration of memorializing a square in the name of the Veteran. The Applicant will provide all necessary documentation as requested by the Director. Within 60 days of receiving documentation that is satisfactory to the Director, he or she shall make a recommendation to the Naming Committee as to the naming of a Memorial Square in honor of the Veteran.

Criteria

The purpose of naming is to recognize, honor or memorialize. Facilities may be named after persons, organizations, historical Town sites, or given functional names related to the purpose of the place. If a facility is to be named after a person, that person must be of exemplary character, have lived in the Town of West Boylston at least 10 years, have made an outstanding contribution to education, humanity or the community, or have displayed outstanding leadership, or be a person of historical significance.

Naming Structures and Spaces

When a new structure or facility is built, or a name is proposed for an existing space, the Board of Selectmen shall request the Naming Committee to reconvene. The Naming Committee shall solicit input from the community and may also submit their own ideas. The Naming Committee shall implement and maintain a process for evaluating naming proposals. This evaluation process shall reflect the values of the community.

The Naming Committee shall provide a recommendation for the Board of Selectmen's consideration along with documentation supporting their criteria, i.e. the story behind the proposed name for inclusion on their agenda at a future selectboard's meeting. The Board of Selectmen shall vote on the nomination and present at Annual or Special Town Meeting in accordance with MA General Laws.

Specific Criteria

Before making a recommendation on a proposal for the naming or renaming of a public facility, the Committee will take into consideration the following naming criteria:

- A. A person/organization of excellent reputation and character who/which has set an example of outstanding citizenship and/or has made an exemplary contribution of time, service or resources to or on behalf of the community.
- B. A national noteworthy public figure or official.
- C. An event of historical or cultural significance.
- D. A significant donation or bequest, establishment of a trust or other similar action.

All proposals to name or rename a public facility shall be in writing and sent to or referred to the Naming Committee, in care of the Town Administrator with a copy to the Board of Selectmen.

Where appropriate, the cost of any signage or memorial shall be borne by the petitioner or some other entity named by the petitioner and the appearance of said signage or memorial shall be approved, in writing, in advance by the Board of Selectmen upon the advice of appropriate boards, committees or departments, where appropriate