

Board of Selectmen

Policy on Naming Town Facilities and Dedications

Overview

This policy outlines the process and criteria for the naming of Town facilities or portions of Town facilities. Also covered are guidelines for dedications related to these namings.

Rationale

The official name selected for a facility is a matter deserving thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. The name chosen should lend dignity and stature to the Town.

Responsibility

The Board of Selectmen is responsible for the naming of Town facilities as they are built as well portions of facilities such as buildings, grounds, rooms, etc.

Process for Naming Town Facilities

The process for naming facilities is as follows:

Step	Action
1	The Board of Selectmen appoints a committee inclusive of Town staff and administration, community members, and at least one Selectman member.
2	Town staff, board and committee members, and residents may submit nominations to the committee. Nominations must be presented in a brief, two-paragraph statement containing: <ul style="list-style-type: none">• Biographical/historical data• Reasons justifying the choice
3	The committee submits as many as three names in order of preference to the Town Administrator.
4	The Town Administrator, after approving the nominations, forwards them to the Board of Selectmen for consideration.
5	In order to be selected, a name must receive a majority vote from the Board in open session at a subsequent scheduled Board of Selectmen meeting.

Criteria

Town facilities are generally named for either persons or places. Names of people to be considered must meet the criteria listed.

- Individual must have attained prominence locally or nationally;
- Individual must have made a significant contribution to the community;
- Name must lend prestige and status to the facility.

Criteria for names of places to be considered include geographic location and/or historical relevance.

Process for Naming Portions of Town Facilities

The Board of Selectmen may, at its discretion, name portions of a building for persons of prominence, living or deceased, using the criteria listed above or, alternatively, set up a committee which follows the Process for Naming Town Facilities noted above.

The Board of Selectmen reserves the right to make the final decision.

Dedications

Once a Town facility is named and built, the Town Committee may dedicate portions of the building in honor of an individual.

The Town Administrator must approve in advance all markers, plaques and portraits before they are placed in a building.

ADOPTED: June 2017