



Naming of Public Facilities Policy

Boxborough Select Board
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Town of Boxborough, MA

Intent and Purpose

To outline the policies and procedures for naming or renaming public facilities or public places in the Town of Boxborough.

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Naming Authority

The Select Board is responsible for the naming (or renaming) of those public facilities and public places in the Town of Boxborough under the Board’s jurisdiction. This policy does not address the naming of roads and streets.

Naming Considerations

The Boxborough Select Board believes naming or renaming a school building, structure, space, property, program or other town asset is a matter of significant importance, one that deserves the most thoughtful attention of the Select Board and one that is an unusual occurrence or event.

Facilities or areas shall not be considered for naming, nor shall existing facilities or areas be considered for renaming except upon the initiative of the Select Board or by written request to the Board, submitted by a board, commission or committee addressing a facility or area, or by a representative group of Boxborough citizens. Requests for placement of a memorial object, piece of artwork, sign or other fixture on town-owned land may be submitted by individuals.

Approval Process

Requests shall be submitted in writing to the Select Board. The request shall include a summary outlining the merits of the proposal including design, wording, background information, rationale, and consideration of the attributes addressed below. The Select Board will consider and vote upon such request in an open regular meeting of the Board. Naming a facility requires a simple majority vote. Decisions to rename shall be made only upon the unanimous positive vote of the entire Board.

The Board shall NOT be influenced in its decision by personal or collective prejudice, favoritism, political pressure

or temporary popularity. If a Board member has significant ties to the person or persons involved in the request, the member may recuse him/herself.

If the facility or area to be named or renamed is occupied or otherwise under the supervision of a particular department, board, committee, or commission, the Board will seek input or comments from that organization in person or through written communication.

Approval Considerations

The Board shall take into consideration an individual, family, or group's stature within the community, i.e. that the person or persons to be memorialized were residents of excellent character and reputation who made significant contributions to the town. Attributes to be considered include:

- Unusually effective and dedicated service to or on behalf of the town.
- Efforts to sustain the high quality of life and service within the community.
- Demonstrated understanding and activities within the essential functions of town government.
- Service in the defense of freedom or other examples of effective citizenship.

The Board shall also consider naming criteria based upon the following attributes:

- A geographic or functional name related to the facility or area.
- Names provided as part of trusts arrangements, donations, bequests or other related activities.
- Some combination of the above-mentioned attributes.

This policy revokes and replaces all previous policies on this topic including the policy titled Memorial Policy approved on December 20, 2010.