

## **TOWN OF DUXBURY PUBLIC PROPERTY NAMING POLICY**

### **PURPOSE**

The Board of Selectmen believes that the naming of public property such as buildings, parks, squares and ways is a matter of great importance and deserves careful consideration. The Board, therefore, establishes this policy to establish a systematic and consistent approach for the naming of Town-owned property.

### **APPLICABILITY**

This policy shall apply to all Town-owned property subject to the care, custody and control of the Board of Selectmen. Such property is comprised of all the real estate and personal property owned by the Town, that is not by law or Town Meeting vote placed in the charge of another particular board, committee, officer or department.

### **GUIDELINES**

The naming of public property should be done sparingly, with compelling reasons stated by the petitioners. As part of the naming process, it is the Board of Selectmen's goal to inform a wide cross-section of the public when a proposal to name a public property is brought before the Board for consideration. When considering naming of any public property or portion thereof, the Board may consider the following guidelines:

1. Priority should be given to names carrying geographical, historical or cultural significance to the area in which the property is located or to the Town as a whole.
2. The property may be named after an individual or organization that has made significant financial and/or civic contributions to the Town or that has made a direct financial grant to the Town for the purposes of developing a particular property.
3. Suggestions for the naming of any public property or portion thereof may come to the Board from any town official or member of the public.

### **PROCESS**

1. A written request to name a public property must be submitted to the Board of Selectmen signed by a minimum of seventy five (75) registered voters. This written request must clearly explain the rationale and/or compelling reasons for naming said public property.
2. Within fourteen (14) days of receipt of the public property naming request by the Board of Selectmen, the Town Clerk shall certify the signatures as voters registered in the Town of Duxbury.

3. Following certification by the Town Clerk, the Board of Selectmen shall schedule a public hearing to discuss the public property naming request and shall publish a public hearing notice in a paper of local circulation at least thirty (30) days prior to the hearing. The proponents of the public property naming request are strongly encouraged to publish information supporting the request in the local paper prior to the hearing date. Further, the Board may solicit the advice of the Duxbury Historical Commission, surrounding property owners, residents, affected parties, other Town officials, groups or individuals that the Board believes may contribute meaningful input.
4. The Board of Selectmen shall publish a second notice of the public hearing regarding the public property naming request in a paper of local circulation at least fifteen (15) days prior to the hearing.
5. The Board of Selectmen holds the public hearing on the public property naming request.
6. Following the close of the meeting in which the public hearing on the public property naming request was held, and at a subsequent, regularly scheduled meeting of the Board of Selectmen, the Board of Selectmen vote on the public property naming request.

This policy is meant to serve as a guide to those persons seeking to name a public property. Nothing herein shall be construed so as to limit the Board's authority to use its discretion based on the facts and circumstances surrounding a particular issue.

This Policy may be amended or rescinded by the Board by majority vote.

Adopted by Duxbury Board of Selectmen

August 25, 2014