



## TOWN OF ASHBURNHAM

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### NAMING OR RENAMING TOWN PROPERTY POLICY

#### I. Purpose

The Select Board shall be responsible for the naming/renaming of Town owned property – identified as being under the care and custody of the Town of Ashburnham and shall handle all requests with serious and consistent consideration. Property includes, but is not limited to, public buildings, areas within public buildings, recreational areas, and town owned land, all of which does not fall under another governing body or entity.

#### II. Policy

The Select Board is responsible for the naming/renaming of any town owned properties as noted in the Policy Purpose and fall under the jurisdiction of the Select Board. The Select Board shall implement and maintain a consistent process for evaluating naming/remaining proposals.

When requests are considered, the priority shall be with naming/renaming property after person(s), or organizations which:

- Have a geographical, historical, or cultural significance to the town.
- Have held leadership role (s) in the Town, such as through distinguished service in the military, law enforcement, public safety, public office, or as a public servant.
- Have made a significant financial and civic contribution to the Town or have made a direct financial grant to the Town for the purposes of developing a particular public property.
- Have been deceased no less than five years.

For property under the care, custody and control of other Boards, Commissions, or Trustees the final decisions shall be determined in a joint meeting with the Select Board and the respective Board, Commission, or Trustees. School properties fall under the jurisdiction of the Ashburnham Westminster Regional School Committee.

#### III. Process for Naming/Remaining Town Property

A written request to name/rename Town property as outlined in this policy, must be submitted to the Select Board, through the Town Administrators office, by fifty (50) registered voters validated by the Town Clerk.

The written request must explain the following, as applicable:

- How this person(s) or organization had historical or cultural significance to the Town?
- What leadership roles(s) in the Town, such as distinguished service in the military, law enforcement, public safety, or public office or as a public servant?
- What significant financial and civic contributions to the Town for the purpose of developing a particular property?
- What is the proposed property location (building, part of Building, recreation area, etc.)?
- Verification that the person is deceased no less than five (5) years prior to the request.

Following certification by the Town Clerk, the Select Board shall schedule a public hearing either as part of a regularly scheduled Board meeting or as a separate public hearing to discuss the public property naming request.

The Town Clerk will verify that the property has not already been named and indicate any other properties named after this person(s) or organizations.

Upon the Select Boards initial approval of the naming/remaining. The next level of review and approval encompasses the design of artwork, signs, or other fixtures on the property under the jurisdiction of the Select Board must be reviewed and approved along with the cost of any signage and its ongoing maintenance, as well as who will bear the costs (petitioner, The Town, or other entity). In advance of final approval, the Select Board will seek advice of appropriate boards, committees, trustees, or commissions.