

Naming Town Owned Property and Placement of Memorial Objects

Purpose

The Bourne Board of Selectmen shall be responsible for the naming of town owned property – identified as being under the care, custody and control of the Town of Bourne – 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, memorial objects, and town-owned land, all of which does not fall under another governing body or entity. In addition, there is a provision for placing memorial objects on town-owned property.

Policy

The Board of Selectmen is responsible for the naming (or renaming) of any town owned properties as noted in the Policy Purpose and fall under the jurisdiction of the Board of Selectmen.

The Board of Selectmen shall implement and maintain a consistent process for evaluating naming proposals.

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

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

The request for placing memorial objects (artwork, signs or other fixtures, etc.) shall also be in writing and it must be supported by 10 or more registered voters of the Town as evidenced by validated signatures. Such memorial objects examples include, but are not limited to plaques, ornamental signs, sculptures, banners, benches, plantings, and detached structures.

For property under the care, custody and control of the Conservation Commission, the Trustees of the Veterans Memorials, or the Trustees of the Library, or any other such designation, such approval of a naming request shall be determined in a joint meeting of the Board of Selectmen and the respective Commission or Board.

School properties, by State Law, fall under the jurisdiction of the School Committee.

In the case of a written proposal by an applicant for memorialization of a Veteran, the Board of Selectmen shall forward a copy of the request to the Trustees of Veteran's Memorials for consideration and verification of necessary documentation. The Trustees shall make a recommendation to the Board of Selectmen as to the naming of Town property or memorial objects in honor of the Veteran.

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

Process for Naming Town Property

A written request to name public property which includes, but is not limited to, public buildings, areas within public buildings, recreational area, memorial objects, town-owned land, must be submitted to the Board of Selectmen signed by 50, or 10 (for memorial objects), registered voters validated by the Town Clerk.

The written request must explain the following, as applicable:

- How has this person(s) or organization had geographical, historical or cultural significance to the Town or region?
- What leadership role(s) in the Town, such as through distinguished service in the military, law enforcement, safety, or public office or as a public servant?
- What significant financial and civic contributions to the Town for the purposes of developing a particular public property?
- What is the proposed memorial (plaque, statue, sign, etc.)? What is the property location (building, part of building, recreational area, etc.)?
- Verification that person is deceased no less than 5 years prior to the request.

Following certification by the Town Clerk, the Board of Selectmen shall schedule a public hearing either as part of a Board meeting or as a separate public hearing to discuss the public property naming request. Decisions for placement of memorial objects shall be made during a regularly scheduled meeting of the Board of Selectmen.

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

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

Adopted: 12/19/2017