

**Boxborough Board of Selectmen**  
**Policy on the Naming of Public Facilities and Places and the Placement of Memorials**

**Section 1 - Purpose**

1. The Board of Selectmen 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. The naming of non-school municipal facilities, recreation areas, intersections, and other public places is a matter of significant importance. Changing an existing name also deserves thoughtful consideration, as this should not be a usual occurrence. It is the policy of the Board of Selectmen to name non-school public facilities and places in accordance with the procedures set forth below.
2. The Board of Selectmen is also responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial and ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures and walls. Recognizing that there is a limited amount of available, appropriate public space that can accommodate permanent memorials in Boxborough, this policy is also established to govern the placement of memorials on town property.

**Section 2 - Procedures**

1. Facilities or areas shall not be considered for naming, nor shall existing facilities or areas be considered for re-naming except upon the initiative of the Board of Selectman 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.
2. Requests shall be submitted in writing to the Board of Selectmen. 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 Board of Selectmen will consider and vote upon such request in an open regular meeting of the Board. Decisions to rename shall be made only upon the unanimous positive vote of the entire Board.
3. The Board shall NOT be influenced in its decision by personal or collective prejudice, favoritism, political pressure or temporary popularity.
4. 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.

5. Before the placement of a memorial object, artwork, sign, or other fixture can be approved, the Board of Selectmen shall first determine that the proposal will **not**:
  - a. limit physical access to the site;
  - b. endanger the safety of the public;
  - c. interfere with any utility or access thereto;
  - d. be limited by unacceptable special restrictions, conditions or covenants; or
  - e. create a significant budgetary obligation on the Town for which no provisions have been made.
6. The Board shall take into consideration an individual's stature within the community, i.e. that the individual to be memorialized was a resident of excellent character and reputation who made significant contributions to the town. Attributes to be considered include:
  - a. unusually effective and dedicated service to or on behalf of the town;
  - b. efforts to sustain the high quality of life and service within the community;
  - c. demonstrated understanding and activities within the essential functions of town government; and
  - d. service in the defense of freedom or other examples of effective citizenship.
7. The Board shall also consider naming criteria based upon the following attributes:
  - a. a geographic or functional name related to the facility or area;
  - b. names provided as part of trusts arrangements, donations, bequests or other related activities; or
  - c. some combination of the above-mentioned attributes.
8. The Board of Selectmen shall formally accept the donation of memorial objects, artwork, signs or fixtures in accordance with Massachusetts General Laws.