



TOWN OF TRURO

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POLICY MEMORANDUM #38

Date: September 12, 2006; rev 9/13/2022

**This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **FACILITIES NAMING POLICY**

One of the ways the Town of Truro may pay tribute to persons who have made a significant contribution to the Town is to name physical facilities such as buildings, rooms, roads, gardens, lawns and courtyards in honor of them. The naming of facilities also contributes to maintaining a sense of history in the Town. As there are a relatively finite number of facilities available, it is important for the Town to ensure that such recognition is given only in exceptional circumstances and to outstanding contributions and that the recognition is relative to the significance of the facilities being named. The Town must also ensure it affords the opportunity for future generations to recognize subsequent contributions. This document sets out, in policy and procedures form, those principals the Town will follow to ensure that appropriate review and consistency is achieved when commemorative names are given to facilities.

POLICY:

1. The Select Board is the only body which has the authority to name Town facilities under its jurisdiction unless Town Meeting is so petitioned. Town facilities for the purpose of this policy are defined to include all property and buildings over which the Town may secure naming rights.
2. Facilities may not be named after staff still in the service of the Town.
3. Once a facility has been named, that name should remain. It should not be subject to alteration for at least 25 years unless there are exceptional circumstances.
4. The permanent naming of a separate building in recognition of a person will generally only be made in respect of someone who has made a highly distinguished contribution to the Town.

5. Roads, gardens, and other places may also be named after persons who have made a distinguished contribution to the Town.
6. All bequests offered to the Town which involve naming, must be referred to the Select Board for acceptance and no bequest with naming rights should be sought from an industry, company, or other source not approved by the Select Board.
7. Plaques/signs in respect of any naming must be in accordance with Town policy and bylaws.

PROCEDURES:

1. Any proposal to name a Town facility shall be made in a written submission to the Select Board.
2. A proposal to name after a person shall be accompanied by detailed background information suitable for use as a comprehensive citation.
3. Proposals for naming will be referred to the appropriate Town Board, Committee, or Commission for consideration and recommendation to the Select Board.
4. The Select Board shall properly announce and hold a public hearing relative to the proposed naming prior to making its decision.
5. A proposal, if approved by the Select Board, will not be publicly announced or implemented unless the approval of the person after whom the naming is made, or if they are deceased, the family, is given. If the family of a deceased person cannot be traced, or there is no family, the naming may proceed as approved by the Board.



Kristen Reed, Chair



Robert Weinstein, Vice-Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein
Select Board
Town of Truro