



TOWN FACILITY NAMING/DEDICATION AND MEMORIAL POLICY POLICY NO. 43

SECTION 1. PURPOSE

The purpose of this policy is to establish a consistent approach and procedure to be followed by the Select Board for naming Town-owned areas and facilities, and for accepting memorial items.

SECTION 2. OBJECTIVE

Establish a process and set of criteria for approving requests made to the Town regarding naming of facilities and accepting memorial items.

- Ensure that parks, recreational areas and other Town-owned facilities are easily identified and located.
- Ensure that given names to Town-owned areas and facilities are consistent and reflect positively on the Town of Hopkinton.
- Ensure that memorial items are appropriate and placed in appropriate locations consistent with the plan for the property.
- Encourage public participation in the naming, renaming, and dedication of these facilities and items.

SECTION 3. AUTHORITY

This policy is adopted by the Select Board in accordance with NH RSA 31:39 as it relates to the Board's management of the Town's facilities.

SECTION 4. DEFINITIONS

Town-owned areas and facilities include all property assets under the Town of Hopkinton ownership controlled by the Select Board, including, but not limited to buildings, open space, public parks, natural areas, and land. (The library and the cemeteries are controlled by their individual trustees, so this policy does not apply to these properties.)

SECTION 5. CRITERIA

The policy of the Town of Hopkinton is to name parks, recreation areas, facilities, and accept and place memorial items through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:
 - a. The name reflects positively on the Town of Hopkinton.
 - b. Geographic Location

- c. Natural Features
 - d. A person or place of historical or cultural significance
 - e. A person, group, or feature particularly identified with the land or facility.
2. The following criteria shall be used in determining whether to accept a memorial item, and its placement:
 - a. The item and placement reflect positively on the Town of Hopkinton.
 - b. The involvement of the person being honored.
 - c. The appropriateness of the item to the area where it is proposed to be placed.
 - d. The plan for the area where it is proposed to be placed.
 - e. Future maintenance
 3. The process to name parks, recreation areas and facilities should proceed at least 12 months after the Town has acquired title to the land and/or formally accepted the dedication.
 4. Names that are similar to existing parks, properties, or facilities in the Town should not be considered to avoid confusion.
 5. The Town reserves the right to change the name to maintain consistency with these policies.

SECTION 6. PROCEDURE

1. A request for naming of a park, recreational area or facility shall be submitted in writing to the Select Board through the Town Administrator and shall include the following:
 - a. The proposed name.
 - b. Reasons for the proposed name.
 - c. Written documentation indicating community support for the proposed name.
 - d. Description/map showing location and boundaries of the park.
 - e. If proposing to name a facility within a park, include a description/map showing the location of the facility.
 - f. If proposing to rename a park or facility, include justification for changing an established name.
 - g. If proposing to name a park or facility after an outstanding person, include documentation that describes their contributions to the Town. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
2. A request to donate a memorial item shall be submitted in writing to the Select Board through the Town Administrator and shall include the following:
 - a. The memorial item proposed to be donated.
 - b. Reason for the donation
 - c. A description/map showing the proposed location of the item.
 - d. If the item is in honor of a person, include documentation that describes their contribution to the Town. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.

3. Those submitting a naming request or donating a memorial item should show how the proposed name or item is consistent with the criteria stated in this policy. Town staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding it to the Select Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
4. The Select Board will offer the opportunity for public input on the proposed naming during a public hearing noticed in accordance with State law.
5. Upon determination of a completed application, the Select Board, or the Town Administrator on behalf of the Board, will actively advise stakeholders interested the park, facility, or area to be named or to receive the memorial item, of the public hearing and the opportunity to comment under this policy.
6. The Select Board will hold a public meeting to discuss the completed request application. At least two votes will be required, the first to accept the application as complete; and the second, to approve or disapprove the recommendation or take some other action. The second vote (to approve or disapprove the request) shall take place at a meeting after the public hearing.
7. The Select Board may initiate the naming process in accordance with this policy whenever deemed necessary and/or in the best interest of the Town.
8. In the absence of any naming requests, The Select Board shall adhere to the criteria stated in this policy in recommendation of name.
9. The Town Administrator will be responsible for communicating the Select Board's decision in relation to the naming/renaming or acceptance of a memorial item within two weeks of such a decision.
10. Following approval of a name or the acceptance of a memorial item by the Select Board, nothing in this policy shall compel any expenditure or capital project related to replacing or creating new signage. The timing, manner and strategy for affixing appropriate signage shall be at the complete discretion of the Select Board.

Revision History

Revision	Change	Date
V1	Initial Adoption by the Select Board	5/22/2023