

# **Town of Hampton, Connecticut Policy/Procedure**

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## **Naming of Schools, Municipal Buildings, Recreational Fields and other Town Properties**

### **Policy**

The naming or renaming of municipal or other town owned buildings, town recreational fields or other town owned outdoor facilities and roads falls under the authority of the Board of Selectmen (BOS).

The naming or renaming of a school, area within a school or outdoor facilities of a school owned by the town of Hampton falls under the authority of the applicable Board of Education (BOE) and the BOS.

### **Definitions**

Town Owned Property: Municipal or other town owned buildings, town recreational fields or other town owned outdoor facilities and streets.

School: Building or area within a building or outdoor recreational area currently in use as a school or part of a school and located in Hampton.

### **Procedure:**

#### **SCHOOLS**

1. If a proposal is to name/rename a school for an individual, that person shall be someone who has had a significant, positive impact on the school and/or community.
2. A proposal for naming or renaming a school, area within a school or outdoor facilities of a school in Hampton will be referred to the BOE. The BOE will handle the request per its policy, and then submit its recommendation to the BOS for final disposition.
3. The BOS will review the recommendation from the BOE and if the BOE has recommended a name/name change, send the proposal for vote at Town Meeting or referendum.

#### **TOWN OWNED PROPERTIES**

1. Proposals should not recommend naming for a person still living unless that person has made a significant contribution of land or money and stipulates naming of the property as a condition of the donation.
2. Road names, historic sites, natural features and other names in use for more than 50 years and part of the town's history and culture should not be changed.

3. Proposals for naming or renaming a town property should be brought to the BOS and should contain:
  - a. Current name and location of the property proposed to be named/renamed.
  - b. When and why it was so named (if known).
  - c. If the property was previously named for a person, include a statement from that person's next of kin or efforts made to contact same.
  - d. If the proposed name is for a person, a statement describing how that person significantly and positively impacted the town.  
Examples:
    - ◆ Involved in a leadership role devoted to community improvement
    - ◆ Actively promoted and directed events and activities which added to the quality of life in the community
    - ◆ Actively promoted and implemented effective youth programs in the community
    - ◆ Actively promoted and implemented effective programs for senior citizens in the community.
    - ◆ Assumed an active leadership role in developing and implementing programs directed toward the improvement of the visual esthetic appearance of the community.
    - ◆ Assumed an active leadership role in developing programs for promoting or retaining the natural and historic heritage of the community.
    - ◆ Assumed an active leadership role in developing programs for the improvement of community social and health needs or humanitarian purposes.
4. Based on the information presented, the BOS will make a decision to reject the proposal or appoint a naming committee to gather the following information:
  - a. Detailed, written plan to include procedure, cost and any revenues, grants or in-kind services available for the following:
    - ◆ Signage
    - ◆ Stationery
    - ◆ Legal fees associated with name change
    - ◆ Contracting language that must be addressed or re-written
    - ◆ Any required public notices or publicity of the name change

- ◆ Any other associated costs
- b. Implementation time schedule
- 5. Once the Naming Committee has completed its charge to the satisfaction of the BOS, the Board will review the material and vote to reject the proposal or bring it to public hearing for comment.
- 6. Following the public hearing, the BOS will take the public comments into consideration, make changes if needed, then send the proposal for vote at Town Meeting or referendum.
- 7. Once selected or changed, a name may not be changed again for at least 10 years.

**Applicability:** Hampton municipal buildings or other town owned buildings, schools, town outdoor facilities and recreation fields, and town roads.

**Cross References:** Hampton Board of Education Policy for Naming of Facilities

**Approved by:** BOS                      **Date Approved:** May 5, 2008 BOS Meeting

**Implementation Date:** May 15, 2008

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Maurice Y Bisson  
First Selectman

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Date