

**MUNICIPAL NAMING COMMITTEE  
MEETING MINUTES – September 22, 2016**

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6:00 p.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

**MEMBERS PRESENT:**     Andy Dowd  
                                  Jeff Amberson  
                                  Dana Labb  
                                  Jim Bruce  
                                  Leslie Rutan

**ABSENT:**

**6:00 p.m.** a quorum was present and the meeting was called to order.

Selectman Amberson welcomed members of the committee to their first meeting. Committee members were instructed to organize the committee. Members determined a committee Chair and Clerk should be elected. A motion was made by Selectman Rutan, and seconded by Andy Dowd, to nominate Jeff Amberson as Chair, all committee members voted in favor. A motion was made by Selectman Amberson, and seconded by Jim Bruce, to nominate Andy Dowd as Clerk, all committee members voted in favor.

Copies of Northborough Town Bylaw 2-37 *Naming of Municipal Public Facilities and Places and K-8 School Facilities and Places* were distributed to committee members for review. The process, defined by the bylaw, for the naming of non-school public facilities and non-school public places, the Board of Selectmen shall appoint a Committee consisting of two (2) members of the Board of Selectmen, and three (3) citizens appointed by the Board of Selectmen after a publicly noticed application and interview process. The Committee shall be responsible for proposing a name(s) to the Board of Selectmen for final approval. The Board of Selectmen shall hold a public hearing on the proposal before voting on the matter in open session.

A. For the purpose of this Chapter, municipal non-school public facilities and places shall include all non-school public facilities, public lands, public recreation areas, public intersections and other non-school public places.

The committee discussed the importance of giving residents the opportunity to submit naming suggestions. It was determined that notice would be sent out to residents utilizing a variety of methods; e-mail town news subscribers, posting on Town's website, posting on CATV, and a press release to local media outlets.

Committee members determined that the community should be given sufficient time to submit ideas and suggestions. In the spring of 2017 the committee will evaluate the number of suggestions received and determine when to convene a meeting to review the submissions.

**PUBLIC COMMENTS**

None.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Selectman Amberson moved the Board vote to adjourn, Selectman Rutan seconded the motion, all members voted in favor.

Meeting adjourned at 7:13p.m.

Respectfully submitted,

Andrew T. Dowd,  
Town Clerk

Documents used during meeting:

1. September 22, 2016 Meeting Agenda.
2. Northborough Town Bylaw Chapter 2-37 - Naming of Municipal Public Facilities and Places and K-8 School Facilities and Places