**TOWN OF SWAMPSCOTT**

**DRAFT PUBLIC PROPERTY NAMING POLICY**

**June 1, 2013**

**APPLICABILITY**

This policy shall apply to all Town-owned property subject to the care, custody and control of the Board of Selectmen, School Committee and the Board of Library Trustees, respectively (hereby noted as the “Naming Authority”). Such property is comprised of all the real estate and personal property owned by the Town, that is not by law or Town Meeting vote placed in the charge of another particular board, committee, officer or department, including but not limited to public buildings, rooms, parks, open spaces, public ways and private ways open to public uses.

**POLICY**

When considering naming of any public property or portion thereof, the Naming Authority shall consider the following guidelines:

* Priority should be given to names carrying geographical, historical or cultural significance to the area in which the property is located or to the Town as a whole.
* The property may be named after an individual when they have a historical association with the property, the area in which it is located or Swampscott as a whole, or where the individual played a leadership role in the Town, such as through distinguished service in the military, public safety and service or public office. Quality of contribution in these areas may be considered along with length of service.
* The property may be named after an individual or organization that has made significant financial and civic contribution to the Town or that has made a direct financial grant to the Town for the purposes of developing a particular property.
* Names should be chosen in a manner that avoids duplication, confusing similarity or inappropriateness.

Suggestions for the naming of any public property can come to the Naming Authority from any town official or member of the public in writing. If it is from a member of the public, it must be supported by fifty (50) or more registered voters of the Town with their signatures on the petition.

Upon receipt of a naming request, the Naming Authority shall announce such at a public meeting and make a decision within forty-five days regarding the request at a future scheduled meeting.

Prior to the final vote, the Naming Authority may solicit the advice of the Swampscott Historical Commission, surrounding property owners, residents, affected parties, other Town officials or any other individuals or groups that may provide meaningful input.