

## **POLICY FOR NAMING WILTON TOWN PROPERTY**

### **1. Purpose.**

It is the general policy of the Board of Selectmen, when presented with a request to honor an individual by naming Town-owned real or personal property after the individual, to **consider** the erection of a plaque or other appropriate "item or process" commemorating the contributions of the individual. The Board of Selectmen reserves the right to specify the manner in which "plaques" shall be worded and where they shall be placed, and **further reserves the right to reject those requests** which it deems inappropriate or unsuitable.

In extraordinary circumstances the Board of Selectmen shall be empowered to name town-owned property in honor of an individual if it is determined to be in the best interests of the town. No public facility shall be so named without the approval of the Board of Selectmen. Public facilities include land, buildings, rooms within a building and the like. The Board of Selectmen shall make the final determination as to whether town-owned property is a public facility.

This policy shall not apply to requests to name town-owned street.

### **2. Administrative procedures.**

- A. A naming request shall be submitted in writing to the First Selectman, indicating the nature of the contributions the individual has made to the community, and describing the property to be named.
- B. Upon receipt of the written submission, the First Selectman shall review all pertinent information related to the request and prepare a recommendation as to approval or disapproval by the Board of Selectmen.
- C. When reviewing a naming request involving property which is under the control of the Board of Education, the First Selectman shall forward to the Board of Education the naming request to be placed on the agenda for the next available meeting. The Board of Education shall communicate **any** objection to the naming request to the First Selectman within **two weeks** after said meeting. The Board of Selectmen shall consider any objection of the Board of Education when reviewing said naming request.

### **3. Criteria**

- A. When considering whether to approve a plaque and or/naming of town-owned property, the Board of Selectmen shall consider the following:
  - 1) Whether it would be appropriate and in the best interests of the town to name the property which is the subject of the request.
  - 2) Whether it would be appropriate to name and/or erect a plaque in honor of the individual who is the subject of the request.
  - 3) Whether naming the property may conflict in any way with the town's ethical or moral policies.
  - 4) Service to the town or community

- 5) The nature and significance of the individual's contribution to the community.
- 6) The individual should be respected throughout the community.