

Town of Maynard Municipal Naming Policy

1. Purpose:
To establish a uniform policy regarding requests for the naming or renaming of Town owned land and facilities including Parks, recreation facilities, buildings, streets, and the designation of commemorative street names and plaques that are compatible with the community interest and will enhance the values and heritage of the Town of Maynard.
2. General:
 - A. This policy shall establish the guidelines, criteria and process for naming or renaming of town owned buildings, streets and to designate commemorative street names and plaques.
 - B. The Board of Selectmen shall have final authority to name and rename any and all town owned property, parks, recreational facilities, city owned buildings, streets and to designate commemorative street names and plaques.
 - C. Under extraordinary circumstances that would cast a negative image upon the town, any naming of town owned facilities in honor of an individual, family or group may be revoked at the discretion of the Board of Selectmen.
 - D. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the town of Maynard should be avoided.
 - E. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of land or facilities shall not constitute an obligation by the town to name the land and/or facility or any portion thereof after an individual, family or organization.
3. Criteria:
 - A. Honoree must be or have been a long time Maynard Resident, and or a resident at his or her time of death in the line of duty either to the town or the United States Armed Forces.
 - B. Honoree must have served either the town of Maynard and or The United States Armed Forces, either of which must be verifiable through public records or service discharge papers. This includes volunteer service and or individuals serving as elected town officials.
 - C. Compelling facts or circumstances that would justify the town's ongoing and permanent recognition.
4. The Process:
 - A. Written request submitted to BOS.
The initial requests must include the following:
 - i. Full Name of the honoree
 - ii. Dates of residency as a citizen of the town of Maynard
 - iii. Verifiable Service dates as outlined above
 - iv. Narrative as to the extraordinary circumstances or achievements on which the request is based
 - B. BOS reviews request & schedules applicant for interview.
 - C. Service and residency dates & facts verified (how)
 - D. Board votes to approve and fund naming rights & costs
 - E. Notice of intent to name a park, recreational facility, town owned building, or commemorative naming of a street shall be posted in public places and published in the towns newspaper of record for a period of 30 days. During which time public comments will be accepted.

- F. After the 30-day public comments period, the request will be placed on the agenda for the next regularly scheduled Board of Selectmen's meeting as a noted public hearing for the Boards consideration.
- G. Dedication for approvals – location, ceremony date made public.
- H. BOS makes dedication in towns name.