

# **Brookline Naming Committee**

## ***Background***

In May, 2005, Town Meeting added Section 6.8.2 to the Town By-Laws, establishing a Selectmen-appointed Committee to review all proposals for naming public facilities, with the exception of rooms and associated spaces under the jurisdiction of the School Committee and Library Trustees. It also authorized the Committee to report on its recommendations and, from time to time, initiate its own proposals for naming public facilities. All recommendations are subject to criteria which are established by the Committee, approved by the Board of Selectmen, and amended as the Brookline Naming Committee finds necessary. The ultimate authority over the naming of public facilities continues to rest with Town Meeting.

## ***General Criteria***

Before making a recommendation on a proposal for the naming or renaming of a Public Facility, the Committee will take into consideration the following naming criteria:

- A. A person/organization of excellent reputation and character who/which has set an example of outstanding citizenship and/or has made an exemplary contribution of time, service, or resources to or on behalf of the community.
- B. A national noteworthy public figure or official.
- C. An event of historical or cultural significance.
- D. A significant donation or bequest, establishment of a trust, or other similar action.

## ***General Naming Committee Procedures***

1. All proposals to name or rename a Public Facility, including Town Meeting warrant articles, shall be in writing and sent or referred to the Naming Committee, in care of the Town Clerk with a copy to the Board of Selectmen.
  - 1a. In the case of a written proposal by an Applicant for commemoration of a Veteran, the Committee shall forward a copy of the request to the Director of Veteran Services [hereinafter "Director"] for consideration of memorializing a square in the name of the Veteran. The Applicant will provide all necessary documentation as requested by the Director. Within 60 days of receiving documentation that is satisfactory to the Director, he or she shall make a recommendation to the Naming Committee as to the naming of a Memorial Square in honor of the Veteran.
  - 1b. Except in the case of a proposal by an Applicant to honor a Veteran, all proposals to name or rename a Public Facility under the control of the Park and Recreation Commission shall be forwarded by the Committee to the Park and Recreation Commission. Within 60 days, the Park and Recreation Commission shall forward its recommendation to the Committee.
2. All initial proposals should include the name of the person, organization or event to be honored or memorialized; background information, rationale, and contact information for the applicant.
3. The Committee shall use its General Procedures and approved criteria when considering proposals for the naming or renaming of a Public Facility. Only a simple majority vote of the Committee is required to approve a recommendation by the Committee on a proposal provided that a quorum has been achieved at a public meeting. The Committee's recommendation shall be submitted by the Committee to the Board of Selectmen, the Advisory Committee and Town Meeting.
4. Any applicant who is an employee of the town, must have had at least twenty five years employment and must wait two years from the time an application is received to have the Naming Committee recommend naming a Public Facility in his or her honor.
5. The Committee may, at its sole discretion, hold a public hearing to solicit public comment before making its final recommendation on a naming proposal. The Committee shall give each Applicant a reasonable opportunity to be heard by the Committee on his or her proposals.
6. The Committee may make recommendations for the design and placement of suitable memorials.
7. The Committee may review the names of any Public Facility every ten years and

may make recommendations for modifications.

8. Under special circumstances and by unanimous vote, the Committee may, for good cause shown, waive one or more of the procedural requirements set forth above except that the Committee shall continue to make its recommendations subject to criteria approved by the Board of Selectmen.

9. The By-law does not give the Committee the authority to remove signs. The committee does have the authority to make recommendation on the naming of public facilities and would reasonably include the authority to make a non-binding recommendation on signage.

10. The Committee shall not recommend any name changes of any school, unless the School Committee votes to approve of such change.

11. The Committee shall not recommend any name changes of any park, playground, playing field, recreation facility, swimming pool, or ball field unless the Park and Recreation Commission votes to approve of such change.

12. The Committee has currently five members with one school alternate. The sole authority for appointment of the Committee members rests within the discretion of the appointing authority, the Board of Selectman consisting of one representative from the Board of Selectman, Advisory Committee, Park and Recreation Commission and Preservation Commission. All appointments shall be for a three-year term.

13. Meeting notices will be posted as follows:

- Meeting notice posted on the Town's web site. This automatically sends an e- mail to the Brookline Meeting listserv and the Town Clerk's office for posting in accordance with the Open Meeting Law.
- Mailing to the TMMs in the particular district of proposed naming location
- Press release for the local newspaper

### ***Criteria for Veterans***

A Veteran must have been a resident of Brookline for a period of not less than five years and be deceased for a period of at least two years in order for the Committee to recommend the naming of a Memorial Square in his or her honor. If a residency requirement of a Veteran has not been met and /or the Veteran resides in Brookline for a minimum of eighteen months immediately prior to entering active military service, the Applicant may be referred to other Town departments for another form of appropriate recognition with no further approvals from the Committee (i.e. Department of Public Works, Park and Recreation Commission, School Committee, and Tree Planting Committee).

If a proposal is made to honor a Veteran within two years of his or her death, the Committee may recommend the Applicant request that the Town, through its Park and Recreation Commission install a Park Bench for a period of not less than 35 years, in a location agreed upon by the Committee, the Applicant and the Park and Recreation Commission. The recommendation of the Committee for the installation of a Park Bench shall be conditioned upon the Applicant's agreement to pay no less than one half of the cost of labor and materials for the installation of the bench as determined by the Park and Recreation Commission; upon the Applicant's agreement to reimburse the Town for its share of the cost of said labor and materials should a subsequent proposal for a Memorial Square be made on behalf of the Veteran and approved by Town Meeting; and upon the Applicant's agreement to fund replacement costs, should he or she request replacement of the bench because of the occurrence of substantial deterioration of the bench within 35 years of installation. Where such installation requires Town funding, installation shall be subject to appropriation by Town Meeting and the availability of sufficient funds.

### ***Bench Guidelines***

The Committee may make recommendations concerning the installation of any bench under the above procedures.

The Committee's recommendations concerning all benches and plaques are subject to the current specifications of the DPW and the Park and Recreation Commission.

# APPENDIX

## ***The Policy Manual of the Public Schools of Brookline***

Voted 9/24/98

#98-93

### Section F Facilities Development

#### Naming Spaces

##### 2a. Names of Building Plaques

#### Naming Spaces:

The School Committee may desire to dedicate a space or to place a plaque in a school building or around the grounds of a school to:

1. a national (public) figure who represents a core value of the system;
2. an individual who has demonstrated lengthy and/or exemplary service to the students of Brookline;
3. an individual or group for whom the contributors(s)donator(s) significant funds to recognize, memorialize, or honor that individual of group;
4. a person or person(s) who donate significant funds.

If the recommendation is being made by members of a school community, the principal of the school shall first seek the approval of the Superintendent, who will present recommendations for such recognition to the Capital Projects Subcommittee of the School Committee. Information in support of such recommendation shall include a resume and memo detailing the basis for the recommendation. Selection and placement of any long-lasting object must be approved by relevant boards, agencies, and staff.

#### Guidelines for School Committee review:

- the persons or groups associates with the recognition reflect values consistent with the core values of the system;
- the administration and execution of any contribution is commensurate with the resources provided by the donation;
- the item is in appropriate proportion to other award and recognitions;
- prior awards and recognitions remain true to the spirit with which they were generated, and

- recognition of corporate sponsorship is restrained and distinguishable from advertising or other commercial purpose.

## ***Park and Recreation Commission***

Procedure for naming Park and Recreation Facilities Approved 12/18/12

### **POLICY**

The policy of the Park and Recreation Commission is to name parks, recreation areas and facilities utilizing established criteria emphasizing community values and character, local history, geography, environmental, and civic service unique to Brookline.

### **1.0 PURPOSE**

The purpose of this policy is to establish a systematic and consistent approach for the official naming or renaming of parks and recreational areas and facilities in accordance with the policy and process developed under the Town's General By-Law pertaining to Naming Public Facilities (Article 6.8).

### **Objectives:**

- Ensure that parks, recreational areas and facilities are easily identified and located.
- Ensure that names given to parks, recreational areas and facilities are consistent with the values and character of the community, area or neighborhood served.
- Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

### **2.0 DEFINITIONS**

2.1 For the purposes of this Policy, "**Parks and Recreation Facilities**" will include the following:

2.1.1 **Parks.** All traditional designed parks, natural open spaces, historic sites, golf courses, specialized parks, open spaces and trails under the Park and Recreation Commission's jurisdiction.

2.1.2 **Buildings.** Significant park and recreation structures that house parks and recreational programs (e.g. recreation centers, enclosed pavilions, comfort stations, etc.).

2.1.3 **Major Features.** Major, permanent components of park and recreational facilities, e.g. ball fields, swimming pools, tennis courts, play equipment, or physical features (lakes, ice rinks). Rooms within Buildings are considered to be Major Features.

2.2 **Amenities.** Smaller furnishings and facilities in the parks and recreation system (e.g. benches, fountains, tables, heritage trees, boardwalks, paths, woodlands,

overlooks, artwork, etc.) Amenities are not formally named, but may in some cases have a commemorative plaque. Recognition for donated amenities is covered under the ***Brookline Parks and Open Space Gift and Donation Guidelines***.

### **3.0 CRITERIA**

The following criteria shall be used in determining the appropriateness of the naming designation:

**3.1 Exceptional Individuals.** An individual (living or deceased) who has made a significant and lasting contribution to the Town of Brookline's parks and recreation system, programs or services.

**3.2 Historic and Cultural Events, Places and Persons.** A person (deceased) or place of historical or cultural significance; a neighborhood or geographic location of historical or cultural significance; significant natural or geologic features; and/or an historical figure, group, or feature particularly identified with the land or facility

**3.3 Major Gifts.** An individual (living or deceased), group or business who has made a significant land, monetary or civic contribution to the park system

Conditions of property donation, as agreed upon by the donor and the Town, shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.

Names that are similar to existing parks, properties or facilities in the Town system should not be considered in order to minimize confusion.

The Town reserves the right to change the name to maintain consistency with this policy.

### **4.0 PROCESS**

4.1 The Park and Recreation Commission shall establish guidelines that clearly outline the background, principles, procedures and considerations that will be taken into account during the Commissioners' deliberation and subsequent recommendation.

4.2 Town Meeting shall designate the names of parks and recreation facilities after receiving a recommendation from the Park and Recreation Commission and Naming Committee, which shall be based upon public input from individuals and organizations.

4.3 Following selection of a park or recreation facility name by Town Meeting, the Town shall identify the specific park or facility with appropriate signage specifying the name. The name shall remain for a minimum of 10 years.

### **Adopt-A-Pole Application**

There are light poles on which an American flag and commemorative plaque may be mounted seasonally for a period of three years at a total cost of \$45.00. The cost may be adjusted from time to time by the Veterans Celebrations Committee. Request should be placed through the Veterans Celebrations Committee, c/o the Department of

Veterans Services, 11 Pierce Street, Flags and plaques may be dedicated to veterans or to anyone else the applicant chooses and will be installed as closely as possible to the location requested by the applicant.

### **Street Benches provided by Department of Public Works**

An applicant may purchase one or more street bench from DPW and memorialize or honor family members or an individual. All requests should be filed with the Naming Committee. The Committee will forward the request to the DPW along with the information for the plaque. The applicant will meet with a representative of DPW to determine the available locations for a bench. An applicant may purchase an existing bench, with the plaque installed on the existing bench. The cost of the bench will be determined by DPW. The bench will not be replaced with a plaque if the bench deteriorates due to normal wear and tear. However, the bench will be replaced by the Town at no additional cost to the applicant if the bench is vandalized.

## ***Definitions***

The following definitions are applicable to the Procedures and Criteria set forth below:

**Applicant** - A person or organization who has submitted a proposal for the naming of a public facility

**Committee** - Brookline Naming Committee

**Director of Veteran Services (Director)** - a veteran, as defined in clause forty-third of section seven of chapter four of the Massachusetts General Laws, appointed by the Board of Selectmen of the Town of Brookline as a veteran's agent or part-time veteran's agent under G.L. c. 115, s. 3, as amended, to disburse veterans' benefits in the Town of Brookline, or, if no such appointment has been made, the Board of Selectmen of the Town of Brookline.

**DPW** - Department of PublicWorks

**Memorials** - A plaque, sign, or other marker

**Memorial Square** The intersection of at least two or more public ways, designated, in the case of a Veteran's memorial, with a memorial including the name of the individual with his or her military rank

**Public Facility** - Any building, interior spaces of a building, intersection of public ways, traffic circle, courtyard, monument, park, golf course, playground, playing field, recreation facility, swimming pool, ball field, or other structure or space under the control of the Town of Brookline, excluding rooms and associated spaces under the jurisdiction of the School Committee and Library Trustees

**Park Bench** - Any bench located in a public facility that is under the control of the Park and Recreation Commission

**Street Bench** - Any bench located on a public way for which DPW is responsible

**Veteran** - A person as defined in clause forty-three of section seven of chapter four of the Massachusetts General Laws, as amended.

(1) any person, (a) whose last discharge or release from his wartime service as defined herein, was under honorable conditions and who (b) served in the army, navy, marine corps, coast guard, or air force of the United States, or on full time national guard duty under Titles 10 or 32 of the United States Code or under sections 38, 40 and 41 of chapter 33 for not less than 90 days active service, at least 1 day of which was for wartime service; provided, however, than any person who so served in wartime and was awarded a service-connected disability or a Purple Heart, or who died in such service under conditions other than dishonorable, shall be deemed to be a veteran notwithstanding his failure to complete 90 days of active service; (2) a member of the

American Merchant Marine who served in armed conflict between December 7, 1941 and December 31, 1946, and who has received honorable discharges from the United States Coast Guard, Army, or Navy; (3) any person (a) whose last discharge from active service was under honorable conditions, and who (b) served in the army, navy, marine corps, coast guard, or air force of the United States for not less than 180 days active service; provided, however, that any person who so served and was awarded a service-connected disability or who died in such service under conditions other than dishonorable, shall be deemed to be a veteran notwithstanding his failure to complete 180 days of active service.

“Wartime service” shall mean service performed by a “Spanish War veteran”, a “World War I veteran”, a “World War II veteran”, a “Korean veteran”, a “Vietnam veteran”, a “Lebanese peace keeping force veteran”, a “Grenada rescue mission veteran”, a “Panamanian intervention force veteran”, a “Persian Gulf veteran”, or a member of the “WAAC” as defined in this clause during any of the periods of time described herein or for which such medals described below are awarded.

“Spanish War veteran” shall mean any veteran who performed such wartime service between February fifteenth, eighteen hundred and ninety-eight and July fourth, nineteen hundred and two.

“World War I veteran” shall mean any veteran who (a) performed such wartime service between April sixth, nineteen hundred and seventeen and November eleventh, nineteen hundred and eighteen, or (b) has been awarded the World War I Victory Medal, or (c) performed such service between March twenty-fifth, nineteen hundred and seventeen and August fifth, nineteen hundred and seventeen, as a Massachusetts National Guardsman.

“World War II veteran” shall mean any veteran who performed such wartime service between September sixteenth, nineteen hundred and forty and December thirty-first, nineteen hundred and forty-six—, except that for the purposes of chapter thirty-one it shall mean all active service between the dates of September sixteenth, nineteen hundred and forty and June twenty-fifth, nineteen hundred and fifty.

“Korean veteran” shall mean any veteran who performed such wartime service between June twenty-fifth, nineteen hundred and fifty and January thirty-first, nineteen hundred and fifty-five, both dates inclusive, and any person who has received the Korea Defense Service Medal as established in the Bob Stump National Defense Authorization Act for fiscal year 2003.

“Korean emergency” shall mean the period between June twenty-fifth, nineteen hundred and fifty and January thirty-first, nineteen hundred and fifty-five, both dates inclusive.

“Vietnam veteran” shall mean (1) any person who performed such wartime service during the period commencing August fifth, nineteen hundred and sixty-four and ending on May seventh, nineteen hundred and seventy-five, both dates inclusive, or (2) any person who served at least one hundred and eighty days of active service in the armed forces of the United States during the period between February first, nineteen hundred and fifty-five and August fourth, nineteen hundred and sixty-four; provided, however, that for the purposes of the application of the provisions of chapter thirty-one, it shall also include all active service between the dates May seventh, nineteen hundred and

seventy-five and June fourth, nineteen hundred and seventy-six; and provided, further, that any such person who served in said armed forces during said period and was awarded a service-connected disability or a Purple Heart, or who died in said service under conditions other than dishonorable, shall be deemed to be a veteran notwithstanding his failure to complete one hundred and eighty days of active service.

“Lebanese peace keeping force veteran” shall mean any person who performed such wartime service and received a campaign medal for such service during the period commencing August twenty-fifth, nineteen hundred and eighty-two and ending when the President of the United States shall have withdrawn armed forces from the country of Lebanon.

“Grenada rescue mission veteran” shall mean any person who performed such wartime service and received a campaign medal for such service during the period commencing October twenty-fifth, nineteen hundred and eighty-three to December fifteenth, nineteen hundred and eighty-three, inclusive.

“Panamanian intervention force veteran” shall mean any person who performed such wartime service and received a campaign medal for such service during the period commencing December twentieth, nineteen hundred and eighty-nine and ending January thirty-first, nineteen hundred and ninety.

“Persian Gulf veteran” shall mean any person who performed such wartime service during the period commencing August second, nineteen hundred and ninety and ending on a date to be determined by presidential proclamation or executive order and concurrent resolution of the Congress of the United States.

“WAAC” shall mean any woman who was discharged and so served in any corps or unit of the United States established for the purpose of enabling women to serve with, or as auxiliary to, the armed forces of the United States and such woman shall be deemed to be a veteran.

In addition, for purposes of the Brookline Naming Committee, the definition set forth in clause forty-three of section seven of chapter four of the Massachusetts General Laws shall be expanded such that “Wartime service” shall include service performed by an “Afghanistan veteran” and an “Iraq veteran.” “Afghanistan veteran” shall mean any person who performed such wartime service during the period commencing on September 11, 2001, ending on a date to be determined by presidential proclamation or executive order and concurrent resolution of the Congress of the United States. “Iraq veteran” shall mean any person who performed such wartime service during the period commencing on March 19, 2003, ending on a date to be determined by presidential proclamation or executive order and concurrent resolution of the Congress of the United States.

None of the following shall be deemed to be a “veteran”:

(a) Any person who at the time of entering into the armed forces of the United States had declared his intention to become a subject or citizen of the United States and withdrew his intention under the provisions of the act of Congress approved July ninth, nineteen hundred and eighteen.

(b) Any person who was discharged from the said armed forces on his own application or solicitation by reason of his being an enemy alien.

(c) Any person who has been proved guilty of willful desertion.

(d) Any person whose only service in the armed forces of the United States consists of his service as a member of the coast guard auxiliary or as a temporary member of the coast guard reserve, or both.

(e) Any person whose last discharge or release from the armed forces is dishonorable.

“Armed forces” shall include army, navy, marine corps, air force and coast guard.

“Active service in the armed forces”, as used in this clause shall not include active duty for training in the army national guard or air national guard or active duty for training as a reservist in the armed forces of the United States.