

Town of Hingham Select Board Naming Bylaw – Policy

Whereas, the Select Board is authorized under Town of Hingham General By-Laws Article 40, Section 3(6) to adopt a policy regarding additional procedures, specifications and standards to be followed by all boards, committees, or departments when acting under Section 3(4) and Section 3(5) of said By-Law (a copy of said By-Law is attached hereto).

Now, therefore, the Select Board hereby adopts the following policy.

Widely Advertised Public Meeting

For the purpose of this policy, the term “Widely Advertised Public Meeting” shall mean the following:

A public meeting notice shall be valid and shall be considered Widely Advertised if duly posted in accordance with 940 CMR 29.03(2)(b). In order to further notify the public, the following additional procedures shall also be implemented:

1. Prior to posting a public meeting the board, committee or department shall first notify the Select Board which shall then include a notice of said public meeting on its next agenda to further inform the public.
2. The Town Administrator, or designee, shall assist the board, committee or department to disseminate additional notices of the public meeting using available Town list-serves.
3. The Town Administrator, or designee, shall assist the board, committee or department to disseminate additional notices of the public meeting to local media.
4. The Town shall make all reasonable efforts to widely distribute, advertise and disseminate such additional notices, provided, however, that compliance with 940 CMR 29.03(2)(b) shall be sufficient legal notice of the public meeting.

All other defined terms in this policy shall have the same meaning as those under Hingham General By-Laws Article 40, Section 2.

Naming or Renaming Proposal

The initial filing of any Naming or Renaming proposal under Town of Hingham General By-Laws Article 40, Section 3(4) shall be made by one of the following:

1. The Select Board; or
2. The board, committee or department having care, custody, management and control of the associated Public Building or Public Land; or
3. By a petition signed by at least ten registered voters and filed with the board, committee or department having care, custody, management and control of the associated Public Building or Public Land.

Approval

The determination regarding the Naming or Renaming under Town of Hingham General By-Laws Article 40, Section 3(4) shall be within the discretion of the board, committee or department having care, custody, management and control of the associated Public Building or Public Land. Any approval hereunder shall specify the physical characteristics of the Naming or Renaming (i.e. size of sign, lettering, lighting, etc ...) in consultation with the Superintendent of the Town of Hingham Department of Public Works and shall be in compliance will all building, zoning and other applicable laws and shall specify any time limitation on said Naming or Renaming (i.e. specific number of years, useful life of the associated asset or until rescinded).

The determination of the installation of benches, flagpoles, trees or other markers and brick walkways and similar hardscape areas under Town of Hingham General By-Laws Article 40, Section 3(5) shall be within the discretion of the board, committee or department having care, custody, management and control of the associated Public Building or Public Land. Any approval hereunder shall specify the physical characteristics of said installation in consultation with the Superintendent of the Town of Hingham Department of Public Works and shall specify any time limitation on said installation (i.e. specific number of years, useful life of the associated asset or until rescinded).

In making any determination hereunder, consideration should be given to the appropriateness of the name or installation taking into account the financial benefit, if any, to the Town of Hingham as well as the reputation, image, integrity or aesthetics of the Town of Hingham.

All determinations hereunder shall be subject to a standard form of agreement as drafted by Town Counsel.

Removal

Any Name approved under Hingham General By-Laws Article 40, Section 3(4) that is later determined to be a financial burden to the Town of Hingham and/or determined to adversely impact the reputation, image, integrity or aesthetics of the Town of Hingham may be removed in accordance with the Renaming procedures under said Article 40, Section 3(4).

Any installation of benches, flagpoles, trees or other markers and brick walkways and similar hardscape areas that is later determined to be a financial burden to the Town of Hingham and/or determined to adversely impact the reputation, image, integrity or aesthetics of the Town of Hingham and/or for any other reason may be removed by the board, committee or department having care, custody, management and control of the associated Public Building or Public Land.

Payments/Donations

The amount of the payment or donation, if any, required for any Naming or Renaming under Town of Hingham General By-Laws Article 40, Section 3(4) or for any installation of benches, flagpoles, trees or other markers or brick walkways and similar hardscape areas under Town of Hingham General By-Laws Article 40, Section 3(5) shall be determined by the board, committee or department having care, custody, management and control of the associated Public Building or

Public Land. Upon request, the Town shall appropriately acknowledge any such gift for the purpose of any tax deduction by the donor

All restricted payments or donations shall be deposited into a gift account under M.G.L. c. 44, § 53A and all unrestricted payments or donations shall be deposited into the general fund.

All payments or donations shall be made pursuant to a standard form of agreement as drafted by Town Counsel.

Appeals

Any appeal filed under Town of Hingham General By-Laws Article 40, Section 3(4)(d) shall be filed in writing with the Select Board. Upon receipt of such appeal the Select Board shall notify in writing the board, committee or department from which said appeal is being made. During the pendency of said appeal the decision of the board, committee or department shall be stayed until a final decision of the Select Board is issued to approve or reject said action.

Seasonal Advertisements

Any seasonal advertisement on Public Buildings or Public Lands (i.e. seasonal signs on fences, scoreboards, snack shacks, etc ...) for the purpose of fundraising shall not be considered a Naming or Renaming under Town of Hingham General By-Laws Article 40, Section 3(4) and may be approved within the discretion of the board, committee or department having care, custody, management and control of said recreational facility without following the procedures under this policy.

Town Meeting

This policy shall not apply to any determination regarding the Naming or Renaming of any Public Building or Public Land by Town Meeting under the provisions of the Town of Hingham General By-Laws Article 40, Section 3(1).

Adopted November 7, 2023.