



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

*Thomas F. Cooke - Director of Administrative Services*

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Naming Rights Policy
2. **Date of submission:** August 7, 2013
3. **Date of Board Meeting:** August 12, 2013
4. **Individual or Entity making the submission:**

Thomas F. Cooke – Director of Administrative Services

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

*The Individual or Entity making the submission requests that the Board of Selectmen:*

Approve the attached Naming Rights Policy which has been revised to include the Board of Selectmen's comments and suggestions from its consideration of the previous draft.

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Thomas F. Cooke – Director of Administrative Services – (860) 658-3230

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

A draft of this policy was reviewed by the Board of Selectmen at its Regular Meeting on July 8, 2013 and proposed revisions were provided to the Director of Administrative Services. As noted in the original submission, the Town of Simsbury currently does not have a policy or procedure for the naming of Town property. In order to ensure that uniform and appropriate criteria are considered when the naming of Town property is proposed, and that a consistent and transparent procedure is followed in the course of decision-making, the attached policy is recommended for adoption.

The attached draft includes a proposal form which provides guidance to those wishing to propose the naming of Town property.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

*The following documents are included with this submission and attached hereto:*

Draft Town of Simsbury Naming Rights Policy  
Draft Form: Proposal for Naming of Town Facility