



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:** July 3, 2013
3. **Date of Board Meeting:** July 8, 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:

Adopt the attached Naming Rights Policy to provide guidelines for the naming of Town property.
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
Robert M. DeCrescenzo, Esq. – Town Counsel – (860) 548-2600

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.):

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.

This policy has been developed with the assistance and direction of Town Counsel and with input from the Board of Education.

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 Board of Selectmen Naming Rights Policy