



Hearings Before the Select Board

Applies to:	<i>Residents/Individuals appearing before the Select Board.</i>
Select Board Original Adoption:	<u>July 28, 2015</u>
Amended/Approved – Select Board	February 14, 2023
Last Reviewed by Select Board:	January 31, 2023

1. NOTICE. Verify with Town Administrator that adequate notice of the hearing has been given to the applicant and to the public via newspaper or other customary media. (Notice will vary depending on legal requirements and in no case will less than 48 hours notice be acceptable, excluding Saturdays, Sundays and legal holidays.) Notice of public hearings must also be posted outside the Town Clerk's Office. The Select Board is prohibited from holding a public hearing for which notice has not been posted.
2. CALL THE HEARING TO ORDER. The Chair will open the hearing by stating the purpose of the hearing, reading the hearing notice aloud, and explaining the rules to be followed during the Hearing.
3. INTRODUCTION OF THE APPLICANT AND THE PROPOSED PLAN/PROJECT. The Chair will introduce the Applicant and the Applicant will state his/her name and address for the record and then describe the proposal to the Board and the public. All speakers shall sign in with name and address and may state their position as In Favor or In Opposition.
4. QUESTIONS. No questions will be permitted until after the speaker(s) for the applicant has finished the presentation. Questions will be accepted first from Board members and then from the public. Parties in interest (i.e., persons entitled by law to notice other than by legal ad) shall be heard first followed by other persons. All public questions will be addressed through the Chair. Questioners will identify themselves (Name and Address) to the Chair, state their questions, and specify to whom they are addressed. Any disagreement with answers follows the process in Sections 5 and 6.
5. PUBLIC PARTICIPATION IN FAVOR. At the conclusion of #4 the Chair will open the hearing to those of the Public who wish to speak in favor of the plan/project. Individuals shall state their name and address for the record and if they are representing someone other than themselves, they shall identify the person(s) whom they are representing.
6. PUBLIC PARTICIPATION IN OPPOSITION. Once members of the public have spoken in favor the Chair will then open the hearing to those members of the public who wish to speak in opposition of the plan/project. Individuals will have to state their name and address for the record and if they are representing someone other than themselves, they shall identify the person(s) whom they are representing.



7. **WRITTEN COMMUNICATIONS.** The Chair will ensure any written communication received from the public is made part of the record. Any such written communications received after the hearing is closed will not be accepted as part of the hearing record.
8. **CLOSE THE PUBLIC PARTICIPATION PORTION OF THE HEARING.** At the Conclusion of the reading of the written communication the Chair will then close the public participation portion of the hearing.
9. **BOARD DELIBERATIONS.** Once public input is received via 4,5,6 and 7 above the Board will then begin deliberations regarding the proposed plan/project. The Board may wish to begin deliberations immediately or, following a motion and second, vote to continue the hearing to a date and time specific in the future, not to be unreasonable delayed. During the deliberations portion of the hearing the Board may ask clarifying questions of the applicant.
10. **BOARD DECISION.** The final act by the Board will be a call for a motion, second and vote followed by the Board members voting in favor or against the plan/project. The Board's decision may be based only upon information received during the hearing and matters of common knowledge to the Board.