



Office of the
BOARD OF SELECTMEN
272 Main Street Townsend, Massachusetts 01469

Sue Lisio, *Chairman*

Cindy King, *Vice-Chairman*

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POLICY #2-2018

BOARD OF SELECTMEN

Purpose: To allow for appropriate public participation at Board of Selectmen meetings.

Policy: PUBLIC COMMENT POLICY

As your representatives in your government we value input from residents and look forward to hearing your questions, comments or concerns. While offering public input, it is important that the Board of Selectmen is also allowed enough time to conduct its other business. The following guidelines have been established to make the best use of time at Board of Selectmen meetings.


While welcomed, it should be understood that public comment is not a discussion, debate, or dialogue between or among citizens and the Board of Selectmen. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of Town business.

The following process will govern the Public Comment period at Board of Selectmen meetings.

- The Board of Selectmen will have a 15-minute Public Comment period at each meeting, which shall generally be scheduled at the beginning of the meeting, according to the following guidelines:
 - M.G.L. c. 30A, § 20 states that “no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” The Board of Selectmen Chair, as presiding officer, will recognize and invite those speakers wishing to address the Board and those speakers shall follow the procedure specified below.

1. Any person recognized to speak must identify him or herself by name and address, prior to addressing the Board.
2. There will be a time limit of 3 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 5, the Chair may, at his/her discretion, limit individual comments.
3. The amount of time allocated for the session will be a maximum of 15 minutes.
4. Topics presented must be relevant to the business of the Board of Selectmen as a whole. Items addressed to individual members will not be allowed.
5. Discussion of individual personnel issues will be strictly prohibited.
6. Negative remarks or disparaging comments directed towards public officials or employees will not be allowed and any such behavior will immediately terminate the discussion.
7. Votes by the Board will not be taken during Public Comment.
8. Responses to concerns will be made at the Chair's discretion.
9. If the Board would like to further discuss the petitioner's issue, a future agenda item may be scheduled.
10. Should the Chair believe that an issue falls outside the purview of the Board of Selectmen; s/he may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.
11. The Chair of the meeting may terminate any individual's privilege of address for inappropriate conduct or statements.

ADOPTED BY THE BOARD OF SELECTMEN ON JULY 10, 2018.



Sue Lisio, Chairman

Cindy King, Vice-Chair



Wayne Miller, Clerk