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## **Earth Removal Permit Public Hearing Procedures**

Adopted by the Board of Selectmen – September 12, 2023

- Prior to the start of the meeting, sign-up sheets will be available for the public to complete, indicating their desire to speak at the meeting.
- The Public Hearing will be opened by the Board of Selectmen and the applicant will have the opportunity to present their application to the Board.
- The Board will then call on Town Department Heads and/or their designee to provide feedback on the proposed project.
- After the Town Departments have had the opportunity to weigh in, the Chair will open the floor to the public and call the names in order of how they appear on the sign-up sheet.
- Speakers will be given three minutes in order to get their point across to the Board.
- Once all individuals signed up on the sheet have had the opportunity to speak, the Chair will open it up for members of the audience who have not yet had the opportunity to speak, or for additional comments by those who have. Additional comments will be limited to two minutes.

The goal of the defined procedures is to maintain an orderly process while giving everyone their chance to voice an opinion. The Chair of the Board of Selectmen reserves the right to vary from this set of procedures and can allow members of the Board of Selectmen to speak at any time.