

WRENTHAM CONSERVATION COMMISSION MEETING RULES

The following rules apply to all Conservation Commission meetings.

1. **Applicants and members of the public: If you wish to speak, please raise your hand and wait to be recognized by the Chair. Please state your name and address for the record when called upon.** Thank you.
2. **The Commission will strive to start hearings at the time on the agenda.** Exceptions may be made at the discretion of the Chair. Please plan your presentations / comments / questions accordingly. Although previous business may occasionally cause a hearing to start late, be assured that no public hearing will be held prior to the time printed on the agenda.
3. **General Business.** Unless otherwise stated at a meeting, only Commission Members, the Conservation Agent, and the Conservation Secretary may speak. If you wish to address the Commission during the General Business portion of the meeting, please raise your hand and wait to be recognized the Chair.
4. **Public Hearings.** The Chair will ask for a presentation by the applicant. The Chair will frequently set a time limit for this presentation. The Chair will then entertain relevant questions from Members, and after that, from abutters and the public.
5. **Public Meetings.** Only Members, the Agent, and the Secretary may speak during a public meeting. However, a brief presentation is usually requested of the Applicant. Input from abutters or members of the public is at the discretion of the Chair.
6. **Appropriate items for discussion** are limited to issues jurisdictional under the Massachusetts Wetlands Protection Act, MGL c.131 s.40, and Wrentham's Wetlands Protection Bylaw. In the interest of time and relevance, discussion of unrelated issues is discouraged.
7. **Executive Sessions.** Members, the Agent, and the Secretary will be present during executive sessions, but not the public. The Chair may permit others to be present as appropriate.
8. **Continuations.** Public hearings and public meetings may only be continued at the applicant's written request, except that the Commission may continue a hearing or meeting without the applicant's prior approval if a meeting is cancelled or the applicant is not present. If a continuation is favored by the Commission but not granted by the applicant, the Commission will close the hearing or meeting and make its decision based on the information received up to that point, and may choose to deny the application due to lack of information.
9. **Appeals Advisory:** Per MA Regulations, in order to be eligible to appeal a DEP Superseding Order of Conditions, one must have participated in the local public hearing process by submitting written comments to the Commission prior to the close of its hearing.

These rules were adopted by the Conservation Commission on May 14, 2009.