



# PLANNING BOARD

P.O. Box 1305

Littleton, Massachusetts 01460

## PLANNING BOARD MEETING GUIDELINES

The meetings will be conducted with decorum; this means the members of the Board and the public are requested to respect each other at all times. We may not always agree with one-another but we can work to resolve differences with patience and understanding.

As a member of the public you are encouraged to participate in public hearings. To ensure the meeting proceeds in an orderly manner, please follow these procedures if you wish to comment or ask a question of the Board:

- Ensure you have signed into the meeting (sign-in sheet located in the rear of room).
- Raise your hand once the Chair has opened up the meeting/hearing for public comment.
- When you are recognized to speak, please state your name and address.
- Direct all questions to the Board through the Chair.
- Limit your questions and statements to three (3) minutes. After everyone has had a turn to speak, you may be given a second chance to speak, time permitting.
- Limit your statements/questions to the topic at hand.
- The purpose of the Public Hearing is for the Planning Board members to hear from you regarding issues that are under the jurisdiction of the Planning Board. Kindly stay on point.

The order of discussion is as follows:

- The applicant will make a presentation.
- The Board will respond to the applicant with comments and questions.
- The Chair will open the hearing for public comment.
- The Board will at that point either:
  - a. Close the hearing: no new information will be accepted except under extraordinary conditions; or
  - b. Continue the hearing to a date certain where all will be permitted to participate. The date and time of this continuance will be announced ONLY at the first and subsequent meetings.

If you have any questions about procedures, please feel free to contact our Town Planner, Maren Toohill at (978) 540-2425 or Assistant Town Planner, Cooper Mathews at (978) 540-2419 during regular office hours, which are Monday 8:00 a.m. to 6:00 p.m.; Tuesday - Thursday 8:00 a.m. to 4:30 p.m.; Friday 8:00 a.m. to 12:30 p.m.; or by email: [MToohill@littletonma.org](mailto:MToohill@littletonma.org) or [CMathews@littletonma.org](mailto:CMathews@littletonma.org)