

Attachment E
Needham Wetlands Regulations
Public Comment Policy

The Commission welcomes the opportunity to hear from members of the Public. To ensure the ability of the Commission to discuss its business and hold its meetings in an orderly manner, while also providing the opportunity for public input on the business before it, the Commission has adopted the following rules and procedures:

Written Statements

If any person interested in a hearing is unable to attend, written statements regarding an application may be submitted to the Commission at least two (2) business days prior to the public hearing. Such statements will be provided to all Commissioners and incorporated into the public record of the hearing. They will not necessarily be “read into the record” during the hearing. Once a hearing is closed, no further comments will be entered into the public record.

Public Hearings

1. For each scheduled hearing on the agenda, the Chair will introduce the applicant and/or their consultant and invite them to begin their presentation. After conclusion of the presentation, the Chair will call on the Commission staff and members for their questions or comments. After questions and comments from the staff and members, the Chair may solicit public comment for that agenda item.
2. Public speakers will begin their remarks by stating their first and last name, and town of residency for the record. All remarks will be addressed through the Chair.
3. Public speakers must only address topics within the scope of jurisdiction of the Commission and shall be out of order if they address other issues.
4. Individual speakers are limited to speak for a total of three (3) minutes per person. Groups addressing the same topic are encouraged to consolidate their remarks and/ or select a spokesperson to speak.
5. Public comment is not a discussion, debate, or dialogue between individuals and the Commission. It is an individual's opportunity to express an opinion on topics within the jurisdiction of the Commission. Comments made during Public Comment do not reflect the views or opinions of the Commission.
6. The Chair will not interrupt speakers who have been recognized to speak; however, comments will be curtailed by the Chair once they exceed the time limits outlined in paragraph 4 of this policy or to the extent, they address topics outside the jurisdiction of the Commission as required under paragraph 3.