



Board of Trustees Public Comment Sign In Sheet

Public comment is encouraged and appreciated. With the exception of public hearings, this is the only opportunity for the public to address the Board of Trustees on agenda items or any other town related business. In order to accomplish all business on the agenda and be respectful of everyone's time, trustees will not be able to engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue.

Complete the following information and submit to the Town Clerk prior to the meeting. When your name is called, proceed to state your name and limit your comments to 3 minutes.

PLEASE PRINT LEGIBLY

Name _____

Phone _____

1. Public comments sign in sheet must be completed before speaking.
2. Public comment limited to **three minutes** per speaker.
3. No speaker may convey or donate his or her time to another speaker.
4. Comments shall be courteous and respectful at all times.
5. No person may use public comment for the purpose of campaign or advertisement.
6. This is not a question and answer time and Board of Trustees cannot engage in conversation with the public.
7. Questions and concerns about operations should be addressed with Trustees throughout the month.
8. The presiding officer has the responsibility for enforcing these rules and may change the order of speakers so that testimony is heard in the most logical groupings.

I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:

IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required _____ Date _____

By signing, I acknowledge public comment period rules.