



TOWN OF WAKEFIELD, NEW HAMPSHIRE

BOARD OF SELECTMEN

2 HIGH STREET

SANBORNVILLE NH 03872

TELEPHONE: (603) 522-6205 FAX: (603) 522-6794

TOWNADMIN@WAKEFIELDNH.COM

PUBLIC PARTICIPATION AT SELECTBOARD MEETINGS

The primary purpose of the Board of Selectmen's meetings is to conduct the business of the Town. The Board encourages residents and taxpayers to attend the Board meetings so that they may become acquainted with the operation and programs of the Town. All official meetings of the Board shall be open to the press and the public. The Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter Non Public Session at any time, in accordance with the provisions of RSA 91-A:3.

Public participation in the Board's regular meetings is a privilege that the Board allows in order to assure that persons who wish to appear before the Board may be heard. There are two opportunities for the public to participate other than as a scheduled agenda item. The first public input session is on the agenda for items which pertain to a matter on the agenda and participation is limited to 3 minutes. The second public input session is also on the agenda and may be about any matter of importance, unless the matter pertains to complaints regarding individual employees, other individuals and/or a matter that may, in the opinion of the Board infringe on another person's rights of privacy, which should be directed to the Town Administrator for possible inclusion in a Non Public Session.

Participants should stay within the following guidelines:

- Requests to have an item or person on the agenda, including any documentation to be considered, shall be submitted to the Town Administrator or Selectmen's Assistant by noon on the Friday proceeding the Selectmen's Meeting.
- All participants should raise their hand and wait to be invited to speak by the Chair.
- Participants are to conduct themselves in a civil manner. Obscene, slanderous, defamatory, disruptive, repetitive, disorderly or violent statements will be considered out of order and will not be tolerated.
- Participants must address questions or comments to the Board not to other members of the audience.
- If a participant wishes to read anything into the public record, a copy of the written document must be provided to the Board prior to reading into the record.
- Participants' comments should be limited to 3 minutes.
- If a participant wishes to discuss an agenda item, please note the agenda item to be discussed
- Participants should state their name, and address for purposes of the minutes of the meeting

The purpose of this policy is to provide the Board with the opportunity to hear from residents and taxpayers directly, while keeping the discussions civil and orderly and protecting the rights of others'.

Failure to comply with these guidelines may result in your privilege to address the Board being curtailed and if failure to comply continues you may be asked to remove yourself from the meeting.

Amended by the Board of Selectmen at their meeting on: November 28, 2018