

**Town of Epsom Planning Board
Rules and Procedures for Public Hearings**

1. **___ Open Public Hearing:** Chair opens the Public Hearing and announces the time.
2. **___ The Public Hearing Notice is read into the record.**
3. **___ Chair Announcement: The public hearing was posted:**
 - a. In the Concord Monitor,
 - b. On the Town's website, and
 - c. In the Town office windows.

All abutters were notified and the list has been verified as to whom returned receipt of the notice.

4. **___ Application Review:** Board Review of Application.

If complete, entertain Motion to accept the Application, 2nd, and Vote. Roll call if any virtual Board Member attendees. If the application is determined to be incomplete a continuance may be granted by the Board.

If incomplete, or that a hearing must be continued, a date is set once it is agreed there needs to be a continuance.

5. **___ Opening Remarks by the Chair: Skip this step if no one from the public attends, but announce no one from the public is in attendance for the record.**

This public hearing is open to the general public.

- a. Anyone from the public testifying will first state and spell their name for the record.
- b. All members of the public wishing to speak must sign the sign-in sheet, and shall address the Board directly, not the Applicant.
- c. Should a member of the public wish to ask a question of the Applicant, the question shall be directed to the Board. The Chair shall then determine if the question is directly related to the merits of the public hearing and instruct the Applicant to answer.

The Board will not allow excessive repetition and irrelevant remarks, and will follow general rules of conduct for any Members of the Board, the Applicant or their representative, and the public. The Board shall also preserve the right for all negative and positive comments against or in favor of the subject matter to be heard; however, those comments must be limited to the purpose of the Public Hearing. The Board will not tolerate any obscenity, personal attacks, rude, or possibly slanderous remarks.

6. **___ Determine Regional Impact:** The Board reviews and determines if the Application has Regional Impact and if so asks if anyone affected by regional impact is here to speak. This is typically determined prior to the Public Hearing so regional abutters can be notified. See Page 3, Regional Impact Checklist.
7. **___ Waiver Review:** Board reviews requested Waivers. Hold on decision to accept the Waiver until Public Hearing is complete.
8. **___ Applicant Presentation.** Only the Board can ask questions during presentation. Presentation and Board question phase concludes.
9. **___ Abutter Comments:** Board entertains Abutter comments of those **in** favor.
10. **___ Abutter Comments:** Board entertains Abutter comments of those **not in** favor.
11. **___ Anyone, other than abutters who wish to speak, if time permits.**
12. **___ Close Public Comments:** No need to Motion to close the public comment portion of the hearing, but no public comments should be allowed after this portion is closed.
13. **___ Final Review:** Review any final questions from the Board to the Applicant.
14. **___ Close the Public Hearing.** No further comments from Applicant.
15. **___ Review Waiver Request:** Review waiver submitted at the beginning of the hearing to determine if the waiver will be granted. Take vote to accept or deny.
16. **___ Board discussion.** The Board members review all information provided.
17. **___ Conditions:** The Chair reviews the list of Conditions, if any, with the Board.
18. **___ Board Vote:** The Chair facilitates the vote process to determine all Board Members in favor, all opposed, all who abstain, and announces the outcome of the vote. The Chair votes last in the case of a tie. The initial Motion **must** contain all Conditions, if any.

19. **Final Procedure Notes:** The Chair reviews the final procedures with the applicant depending on the type of application made.
- a. Notice of Decisions are provided to the Applicant within five days of the hearing with all conditions listed if applicable.
 - b. Approved Sub-Division Plans, Site Plans, and Lot Line Adjustment Plans: A set of mylars for all plans must be provided to the Town Office along with the recording fee paid in full. Once the payment is processed, (and if by check the payment clears), the mylars shall be delivered and recorded with the Merrimack County Registry within five days. The Decision shall then be filed, by e-file, to the Registry. LCHIP Surcharge Fee is required, it is an additional \$25.00 check to the Merrimack County Registry of Deeds.
 - c. Any Conditions that are required to be met prior to the filing at the Registry shall be reviewed by the Planning Board Chair before the plans are sent to the Registry.