

## READING'S CONSERVATION COMMISSION

*The Reading Conservation Commission generally meets on the second and fourth Wednesday of each month at 7:00 p.m. Town Hall Select Board room 16 Lowell Street, Reading MA 01876*

### **The following information may assist those attending Commission's meetings:**

**Public Meetings.** These are meetings open to the public where the Commission conducts its business. Commissioners and the Conservation Administrator may speak as of right during a public meeting. Others may speak at a meeting at the discretion of the Chair, which permission is typically granted, and participation is encouraged. After the Commission closes the public hearing on a permit application, it will deliberate and decide in a public meeting whether to allow the proposed work.

**Public Hearings.** These occur during a public meeting of the Commission. The Chair will ask for a brief presentation by the applicant proposing a project. The Chair will then solicit questions from Commission members, and after that, from the public. The Chair may set time limits on oral comments in the interest of time and so that everyone has an opportunity to speak. If you wish to speak, please raise your hand and wait to be recognized by the Chair. Once a hearing is closed, the Commission cannot accept any comments or new information about the proposed project.

**Continuations.** Public hearings generally may be continued to another date/time at the applicant's request under certain circumstances, subject to Commission vote of approval. If a continuation is desired by the Commission but not by the applicant, the Commission may close the hearing and make its decision based on the information received up to that point, and may choose to deny a permit due to lack of information.

**Executive Sessions.** These are meetings of the Commission closed to the public. The Commission can meet in Executive Session only in limited circumstances set by law, such as to discuss strategy for pending litigation or the purchase or sale of real property where meeting in a regular open session would have a detrimental effect on the Commission's litigation or negotiation position. Only members of the Commission and its Administrator may be present during an executive session. Others may be present only if permitted by the Chair.

**Meeting Notice and Agenda.** The Chair, in consultation with the Commission and Administrator, decides which agenda items will be taken up when and may set time limits on discussion or comments. The Agenda needs to be posted (at the Town Clerk's Office and on the Town Website) in advance of each meeting to comply with the Open Meeting Law, so if you wish to request an item be placed before the Commission, please contact the Conservation Administrator at least three days in advance.

**Citizens Open Forum** is included on the Commission's meeting agenda to allow, time permitting, members of the public to raise topics not anticipated by the Commission ahead of time. Discussions are generally governed via the same procedure as for public hearings.

**Conservation Administrator.** The Conservation Administrator is available by appointment. The Conservation Administrator attends meetings and may make recommendations to the Commission but does not vote, and cannot provide predictions of how the Commission will act on a particular matter. The Administrator's office is in the Public Services Department in the Town Hall; 781-942-6616 or [ctirone@ci.reading.ma.us](mailto:ctirone@ci.reading.ma.us)