

## New Hartford Township

### Public Comment Procedure

As a courtesy, the Board will provide a public comment period for persons not directly involved in an agenda item. Persons may address the Board during the public comment period. The public comment period is limited to ten (10) minutes per person per meeting.

The following are public comment regulations:

1. Please fill out the form below, detach, and present to the clerk prior to the meeting.
2. Presentation is limited to 10 minutes.

The Board will hear the presentation and will:

1. Handle the matter directly if applicable,
2. Direct the matter to staff to handle, or
3. Direct the matter to staff to research and place the matter on a future agenda, or
4. Not comment on certain matters

Thank you,

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TO ALL PERSONS ADDRESSING THE TOWN BOARD AT PUBLIC COMMENT:

DATE: \_\_\_\_\_

In order to accurately record your name and address for the official minutes of this meeting, please complete the following and hand it in to the Clerk, before addressing the board.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SUBJECT TO BE PRESENTED TO THE BOARD:

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