

**Town of New Hartford Planning Board**  
**DGEIS Public Hearing Guidelines**  
**August 10, 2009**

Prior to the start of the hearing, the Chairman of the Planning Board shall review the general guidelines for the conduct of the hearing. The Chairman will emphasize that the Public Hearing is an opportunity for the public to express their opinion on the draft GEIS. A Public Hearing is not a debate and all comments should be directed to the Board.

**PUBLIC HEARING GUIDELINES**

- ❖ All individuals who wish to speak must register using a sheet made available by the Secretary prior to the opening of the hearing. The signup sheet shall contain columns for speaker's name, address, telephone number and e-mail address.
- ❖ The registration sheet shall be presented by the Secretary to the Chairman prior to the start of the hearing.
- ❖ Additional individuals may register to speak until the conclusion of the hearing. Registration is required.
- ❖ The Chairman shall generally describe the subject of the Public Hearing. Upon the conclusion of the introduction, the Chairman shall officially open the Public Hearing.
- ❖ Speakers shall be heard in the following order: invited witnesses; town officials; persons representing organizations, followed by individuals.
- ❖ Speakers should come to the podium to speak. Speakers are requested to speak into the microphone; giving their name and address before addressing the Board.
- ❖ Speakers are requested to keep comments short and avoid repetition of what other speakers have said. The Chairman, at the request the Board, has established a time limit for each speaker of 3 minutes. Individuals representing a group, recognized by the Chairman, shall be given up to 10 minutes.
- ❖ Each individual may speak once at the hearing.
- ❖ When all of the above has transpired, the Public Hearing shall be closed.
- ❖ The Chairman, by approval of the Board, has the authority to vary the guidelines as may be necessary.

We thank you for your participation in this Public Hearing. It is only through your active participation that the Board can assemble a complete record on the matter before us.

Testimony presented at this hearing and written comments will be responded to in the Final GEIS and be available for further public inspection in the fall.

The Planning Board will accept comments in writing until August 20, 2009. Written comments should be addressed to: Kurt Schwenzfeier, Town Planner, 111 New Hartford Street, New Hartford, NY 13414.