

TOWN OF MEDFIELD
Office of
BOARD OF WATER AND SEWERAGE
TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-0315

Agenda Policy

1. The agenda will close at 3pm on the fifth business day prior to the meeting, and any written materials or documentation from outside parties must be submitted by 3PM.

a. If supporting documentation is not received by close of agenda, the Board may defer action on the agenda item.

b. Deadline may be waived in the event of an emergency or for items that were not reasonably anticipated when the agenda was posted but should be addressed before the next meeting of the Board.

2. The Chairman of the Board of Water and Sewerage shall develop agenda items and sequence in consultation with the relevant parties and schedule a realistic time period for each item of business.

3. Draft agenda and supporting documentation will be made available electronically to Board members by close of business four business days before the scheduled meeting. Agenda will be posted in accordance with the Open Meeting Law and to the Town website.

4. Citizens who wish to speak during the Citizen Comment portion of the meeting shall sign in when they arrive. When, whether, and for how long the matter will be taken up during that meeting is within the Chair's discretion. In the discretion of the Board, the matter may be deferred to a future meeting. Citizen comments directed to a specific agenda item generally will be taken up during the time allotted to that item.

5. While any citizen may appear and be heard during the Citizen Comment portion of the meeting, any citizen who wishes to raise a concern specific to Water and Sewerage Board shall notify the Chairman by 3pm on the five business days prior to a Board of Selectmen meeting.

6. Agenda to generally include the following:

A. Call to Order

B. Announcements

C. Action Items

D. Approval of Minutes

E. New and Pending Board Items

F. Director of Public Works Update

G. Review of operating expenses of water and sewerage services year to date

H. Citizen Comment

I. Executive Session (If Necessary)