



# *City of Marlborough*

## *Planning Board*

Administrative Offices  
135 Neil St.  
Marlborough, MA 01752

### PLANNING BOARD

Sean N. Fay, Chair  
Barbara L. Fenby  
James Fortin  
William Fowler  
Dillon LaForce  
George LaVenture  
Christopher Russ

Katlyn LeBold, Administrator  
(508) 624-6910 x33200  
[klebold@marlborough-ma.gov](mailto:klebold@marlborough-ma.gov)

## MEMO

Date: April 24, 2023  
To: Record  
From: Marlborough Planning Board  
Re: Public Hearing Process

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The Planning Board Public Hearing process may vary depending upon the hearing type and the situation. However, in general, the Planning Board will hold Public Hearings using the following process:

1. The Chair will open the hearing, noting the time each individual hearing is begun, and what date each hearing was originally opened if applicable.
2. At the opening of the initial session of the public hearing, the Clerk will read the applicable hearing notice into the Record.
3. The Chair will invite the Applicant or his or her representative to address the Board and present their case.
4. The Chair will note the receipt of written submissions and may have the Clerk read or summarize them for the record.
5. The Chair will ask Engineering for its report or any update on a previous report on the project.
6. The Chair will invite other interested people in the audience, beginning with proponents and then opponents, to make comments and/or ask questions.
7. The Chair will invite Board members to address their concerns, ask questions, and, or comment.
8. The Chair will ask the applicant for final comments.

9. The Chair will ask if any additional inputs or substantial changes to the presentation are expected.
10. The Chair will then entertain and act on a motion to close the Hearing and the Record, close the Hearing but leave the Record open until a specific date and time to accept additional written information, or hold the Hearing open until a specific date and time at a specific place.
11. The Applicant and the Planning Board will discuss and agree on a decision deadline.

Note: Depending on the time available and the number of people desiring to speak, the Chair may limit each speaker to a specified amount of time (i.e., 5 or 2 minutes) and require that further testimony from those speakers be submitted in writing.

The procedures outlined in this memorandum shall be interpreted consistently with, and shall not modify, the Planning Board Rules and Regulations, any City Ordinance and any other applicable local, state, or federal laws.



Sean N. Fay  
Chairperson