

**Town of Newbury – Finance Committee  
Public Comment Policy - Adopted July 12, 2023**

**Introduction:**

The Town of Newbury Finance Committee welcomes engagement from residents of the Town of Newbury and sets forth a plan to receive oral communications during business meetings and electronic communications.

To facilitate on-going and open dialogue, the Finance Committee will include at least one opportunity at each business meeting to hear oral communications from members of the public.

- The public comment period will be at the beginning of the meeting with the following parameters:
  - Each speaker may address the Finance Committee for up to 3 minutes.
  - The public comment period will be limited to 15 minutes in total.
  - The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future meeting agenda.
- These parameters may be extended at the discretion of the Chair. Any extensions will be announced before the public comment period begins.
  - The Chair will read the following statement before the public comment period:
    - *“To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to 3 minutes. The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future agenda. This agenda segment will be limited to 15 minutes.”*
  - The underlined portions of the statement may be adjusted if the Chair determines that additional time may be warranted.
- The Chair may also add a public comment session to individual agenda items with the following parameters:
  - The opportunity for oral communications from the public will be noted on the agenda for the posted open meeting.
  - The parameters of the public comment section will be specified in the agenda item – including: the length of time each speaker will be allowed and the total time of the public comment section.
  - The public comments must be relevant to the agenda item.
  - The Chair can interrupt public comments if they are not relevant to the agenda item.
  - The Chair will read the following statement before the public comment period:
    - *“To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to X minutes. This agenda segment will be limited to XX minutes. Please note, the comments must be relevant to the agenda item, and the Chair may interrupt comments if they are not relevant to the agenda item.”*
  - The underlined portions of the statement detail time rules will be updated by the Chair in the posted agenda.

Additionally, members of public may contact the Finance Committee via email [financecommittee@townofnewbury.org](mailto:financecommittee@townofnewbury.org).

- Receipt of emails will be acknowledged by the Chair with members of the Finance Committee BCC'd to avoid any potential violations of the Open Meeting law.
- The Finance Committee Chair may add topics raised via email from members of the public to upcoming meeting agendas.