



TOWN OF MILLIS

Christopher J. Smith, *Chairman*
James G. Neville, *Vice Chairman*
James J. McCaffrey, *Clerk*

OFFICE OF THE BOARD OF SELECTMEN

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
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Charles J. Aspinwall
Town Administrator
caspinwall@millis.net

Karen M. Bouret
Operations Support Manager
kbouret@millis.net

Millis Board of Selectmen: Open Session Guidelines

The Millis Board of Selectmen recognizes the importance of public comment during our meetings. In order to facilitate general public comments, the Chair, at his discretion, will allot time during each regular session for Open Session, subject to the following guidelines:

- The first 15 minutes of Regular Session will be dedicated to Open Session. The Chair reserves the right to add or remove time based on the meeting agenda.
- Open Session is reserved for Millis Residents and to topics not included on the current meeting's agenda, scheduled public hearing/ future meeting topics, topics under current or potential litigation or negotiation, or topics from previous meeting agendas.
- Each Millis resident requesting time during Open Session will be allotted three (3) minutes to speak. Comments must be short and to the point. Plan on being allowed 3 minutes per person, not per topic.
- Each Millis resident requesting time during Open Session must sign into Open Session prior to the beginning of the Regular Session (typically 7PM). The sign-in sheet will be made available at the Selectmen's table 15 minutes prior to the Regular Session. You will be required to list your name, full address, and topic(s) you wish to bring before the Board. Once the Regular Session has been called to order, there will be no additions to Open Session. Topics deemed to be out of order, at the discretion of the Chair, will be communicated to the requestor prior to calling the regular session to order.
- The order of Open Session will be determined by a first come/ first served basis or at the discretion of the Chair.
- All comments from the public will be directed to the Chair and all parties, including members of the Millis Board of Selectmen, will act in a professional and courteous manner at all times. Once recognized by the Chair, all persons addressing the Board shall state their name and address prior to speaking. Residents are free to ask questions or to make points for all to consider. However, engaging in active debate with the Board of Selectmen or audience members will not be allowed. All remarks must be respectful and courteous, free of personal attacks. Inappropriate language will not be tolerated. Open Session is not an appropriate venue to make complaints about people working for or serving the Town. If you have such a complaint, please contact the Town Administrator's office.
- Town employees, committee, commission or board members, either elected or appointed, who have business with the Board of Selectmen may request an agenda topic no later than the Wednesday preceding the meeting. Open session is reserved for the general public; such personnel will not be recognized by the Chair during Open Session. The Chair reserves the right to set each meeting's agenda. Requesting an agenda item does not guarantee its inclusion on an agenda.
- Other persons wanting to reserve time on an official agenda may contact the Town Administrator's office.
- The Board of Selectmen, Town Administrator, Town Operations Support Manager, or any Town employee, committee, commission or board members, either elected or appointed, in attendance in the audience will not directly engage in discussion or deliberation during Open Session.
- The Board of Selectmen will listen to each comment and at the conclusion, the Chair will solicit the Board for the following disposition:
 - a. Inclusion of this topic as a future agenda topic
 - b. Direction to the Town Administrator's Office for further follow up.
 - c. No further action

There will be no discussion in determining the disposition above.



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Open Session Sign-In Sheet

Name	Complete Address	Topic
1.		
2.		
3.		
4.		
5.		
Time permitting		
6.		
7.		
8.		
9.		
10.		