



TOWN OF MILLBURY

DEPARTMENT OF PLANNING & DEVELOPMENT

MUNICIPAL OFFICE BUILDING • 127 ELM STREET • MILLBURY, MA 01527-2632 • TEL. 508/865-4754 • FAX 508/865-0857

To: Millbury Residents
From: Laurie Connors, Director, Planning Department
Re: Planning Board Meeting – May 10, 2021

To ensure an orderly meeting, the Planning Board asks attendees to abide by the following meeting guidelines:

- All attendees will be muted upon arrival into the virtual meeting.
- The Planning Board Chair will begin the public hearing by asking the applicant to describe the proposal, followed by members asking questions. The Chair will then invite public input. The applicant and his/her appropriate consultants will respond to questions when asked to do so by the Chair.
- If you wish to speak, raise your hand. Upon being recognized by the Planning Board Chair, state your name and address or professional affiliation before commenting or asking a question.
- Direct questions or comments to the Chair, not the applicant.
- Public comments should be limited to three minutes, or as directed by the Planning Board Chair.
- Please do not repeat what somebody else has said. This unnecessarily extends the public hearing and impacts others' ability to present new ideas and concerns.
- Remarks should be courteous in language and deportment - avoid using profanity, threatening language, or personal attacks.
- You may not cross-examine the applicant, Board members, or other speakers.
- Refrain from engaging in side conversations or interrupting a speaker.
- Please remember to mute your phone or computer when you are not speaking.

The Planning Board may close the public hearing, after which no further testimony or information can be accepted; or it may continue the public hearing to a specified future meeting. The Board typically makes a decision immediately upon closing the hearing, but it may occur at another meeting.

A public hearing is not a referendum on the project. All decisions ultimately rest solely with the Board.

If you wish to submit written comments in advance of the public hearing, please email them to lconnors@townofmillbury.com or mail them to me at the address identified on the letterhead.

Thank you and we look forward to your participation and cooperation.