



Town of Sterling
Department of Public Works
171 Worcester Road
Sterling, MA 01564

Public Session Guidelines

Revised 2/2022

The Sterling Department of Public Works Board (the Board) thanks you for coming to your meeting tonight. As a fellow citizen of our Town, your input and comments are valuable to us and others.

Public Session is an opportunity for people like you to address the Board in a public meeting that follows the rules of the Open Meeting Law. Unless previously posted as such, our meeting begins promptly at 7:00 PM.

In the interest of your time, Public Session is typically scheduled for the beginning of the meeting. To be fair to all, we ask that you follow the following guidelines:

1. The presiding Chairman will ask if there is anyone in the room wishing to address the Board. Please raise your hand. When recognized by the presiding Chairman, stand up and state your name, address, and purpose of your visit.
2. Traditionally, Public Session is not a dialogue. Rather, it is your opportunity to be heard by the Board and Superintendent regarding issues of concern. Please address your comments to the issues. Do not expect for this to be an opportunity for a two way conversation. Public session is also not an opportunity to direct personal comments, positive or negative, toward individual board members or other town officials.
3. Please be courteous to the board and other meeting attendees. Any behavior deemed disrespectful or aggressive by the presiding Chairman will be grounds for dismissal of that person from the meeting.
4. If you would like to discuss or have a two way conversation with the board, you should contact either the Chairman or the DPW office. If appropriate, your issue will be placed on the agenda for a subsequent meeting thereby affording the opportunity for dialog with the Board. Such advanced notice allows some research and preparation so the Board will be more educated to your concerns.
5. Try to keep your remarks brief and to the point. Since others may wish to speak on other issues and the meeting agenda could be lengthy, please keep your time to a 3-5 minute limit.
6. Please remember, due to the necessity of efficiently running a meeting with a set agenda, it will be unusual for the Board to address your concern immediately. Rather, expect that the concern will be recorded and an effort made to address it in the near future. However, it is possible that you will receive an immediate response to your concerns or comments.

Per the Massachusetts Open Meeting Law, an individual may not disrupt a meeting of a public body, and at the request of the chair, all members of the public shall be silent. If after clear warning, a person continues to be disruptive, the chair may order that person to leave the meeting. If the person does not leave, the chair may authorize a constable or police officer to remove the person.

Thank you again for taking the time to be involved in your Public Works Board. Your continued interest in our Town can only serve to make it a better place to live for years to come.

Approved by the DPW Board: 2/8/2022