**Written Submission Requirement**

All public comments intended to be entered into the official record of the minutes must be submitted in writing and approved to be read as presented by a majority of the Planning Board.

Written comments may be delivered by hand, mailed to the Town Office, or sent by email to the Planning Board Chair or the Town Clerk’s Office.

**Submission Deadline**

Written comments must be received no later than the 15th of the month preceding the regularly scheduled Planning Board meeting.

Comments received after this deadline will not be included in the official record for that meeting, but may be considered at a subsequent meeting, if applicable.

**Required Format/Information**

Comments must identify the sender’s name, mailing address, and the specific matter or agenda item to which the comment relates. Anonymous comments will not be accepted into the official record.

**Receipt of Comments to be Hear on Relevant Hearings**

Receipt of written comments will be acknowledged by the Town Clerk’s Office when possible.

This policy is intended to ensure fairness, transparency, and adequate time for Board members to review and consider all public input prior to meetings.