



POLICY NO.: D-5

DATE ADOPTED: FEBRUARY 17, 2010

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Public Hearing Process for Business License Violations

Purpose:

The Board of Selectmen agrees to establish procedures to follow for public hearings related to business license violations.

Policy:

The following process will be followed for

1. Hearing will be opened by the Chairman of the Board who will read the public notice into the record.
2. All parties who intend to testify will be sworn in.
3. Complainant will provide testimony and any witnesses.
4. Board members will have an opportunity to question complainant and witnesses. All questions will be directed through the Chairman
5. Respondent provides testimony and any witnesses.
6. Board members will have an opportunity to question respondent and witnesses.
7. Final statement/rebuttal by the complainant.
8. Final statement/rebuttal by the respondent.
9. Selectmen will ask clarifying questions as necessary.
10. The public hearing will be closed.
11. The Board will deliberate.
12. The Board will vote its finding as to whether there was a violation.
13. Should the Board vote that in fact there was a violation they will then vote the penalty.