

**Town of Easton
Easton Historical Commission**

Meeting Protocol

June 2008

1. EHC usually meets on the first Tuesday of each month, at 6:30 PM, at Easton Town Offices. Occasionally, additional meetings are called on an as-needs basis. All upcoming meetings and agendas are posted on the Town of Easton web site.
2. Persons wishing to appear before EHC must request that they be noted on the agenda for an upcoming meeting, at least five business days prior to the meeting. Requests may be made via e-mail at smdeware@hotmail.com, or by contacting EHC Chairman Melanie Deware at 508-238-0373. The appointment to appear before the Commission will be confirmed, via e-mail or phone, at least three business days prior to the meeting.
3. Each person presenting to EHC is requested to limit their presentation to a maximum time limit of 15 minutes. Occasionally, where the complexity of the subject warrants it, an additional allotment of time will be assigned to a presenter. Additional time will be assigned to a presenter at the Chairman's discretion, at the time that the appointment to appear before the Commission is confirmed.
4. Persons not noted as guests on the agenda for a particular meeting will not be permitted to make their presentation to the Commission at that meeting.
5. Persons wishing to appear before EHC must submit pertinent documentation supporting their presentations to the committee at least five business days prior to the meeting (if applicable). Documentation might include site and architectural drawings, photographs of a site showing property that is proposed to undergo changes et cetera. Documentation is to be forwarded to the Chairman of EHC, via e-mail, at smdeware@hotmail.com. If digital files are not available for review by the Commission, alternate arrangements must be made at least ten business days prior to the meeting.
6. The agenda for the meeting of the EHC will be posted on the Town of Easton's web site no later than 48 hours prior to that meeting.
7. Approved minutes for each meeting held by EHC are posted on the Town of Easton's web site, usually within ten business days after the subsequent meeting.
8. Although the public is invited to all open meetings, public comment will not be entertained during general discussion. Rather, a time slot for public comment may be slotted in to the agenda at a time determined by the chairman's discretion (time permitting).