

DEVELOPMENT REVIEW BOARD • PUBLIC HEARING REFERENCE SHEET

- A. Open the hearing by reading the warning of the hearing.
- B. Review the order of events, remind all present that the proceeding will be conducted in an orderly manner, and make copies of these Rules available.
- C. Request disclosure of conflicts of interest and ex parte communications.
- D. Review the definition of interested persons in 24 V.S.A. § 4465(b).
- E. Explain that, pursuant to 24 V.S.A. § 4471(a), only an interested person who has participated in this proceeding may take an appeal of any decision issued in this proceeding.
- F. Ask all who believe they meet the definition of interested person to identify themselves and to provide contact information. The Board shall not make any determination as to party status in all proceedings except for appeals of administrative officer decisions. In all other hearings, anyone seeking to participate in a proceeding may do so, subject to these Rules and those established by the Chair.
- G. Direct the applicant or his/her representative and all interested persons to step forward and take the following oath: *I hereby swear that the evidence I give in the cause under consideration shall be the whole truth and nothing but the truth, under the pains and penalties of perjury.*
- H. Accept written information presented to the Board.
- I. Invite the applicant or applicant's representative to present such application or proposal.
- J. Invite Board members to ask questions of the applicant or applicant's representative.
- K. Invite interested persons and members of the public to present their information regarding the application or proposal.
- L. Invite the applicant or applicant's representative to respond to information presented.
- M. Invite more questions or comments from members of the Board.
- N. Invite more questions from interested persons and members of the public.
- O. Allow final comments or questions from the applicant or his/her representative or members of the Board.
- P. Upon motion and majority approval, the Chair shall either continue the hearing to a time certain, or close the proceedings by stating that this is the final public hearing on the matter.
- Q. The Board shall then conduct public deliberations or may vote to enter deliberative session.
1 V.S.A. § 312(e).