



**Training Workshop for  
Regulatory Boards/Committees/Commissions  
HEALTH DEPARTMENT**

**Thursday, January 14, 2016 – 6:00pm  
Griffin Room, Harwich Town Hall**

**Presenter: John Goldrosen, Esq. Kopelman & Paige**

**Agenda**

Welcome

Brief Introductions

Conduct of the public hearing

- order of events
- maintaining control of the meeting
- open meeting law considerations during the hearing
- how to interact with applicants and members of the public during the hearing
- maintaining a record of submitted documents

Quorum issues and the “Mullin Rule”

Procedures to close hearings

Procedures for making findings, reaching a decision, and voting

Consideration of potential appeals when drafting a “defensible” decision

Other Topics?

Questions/Answers