



Glenda Williamson  
Conservation Agent

**TOWN OF HOLDEN  
MASSACHUSETTS  
CONSERVATION COMMISSION**  
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**HOLDEN CONSERVATION COMMISSION  
SUBMITTAL POLICY**

- All filings shall be submitted to the Holden Conservation Commission (Commission) by 12:00 PM at least fourteen (14) days prior to a scheduled public meeting in order to be placed on the agenda for that meeting.
- In the case of public hearings which have been opened and continued, all additional and/or revised information shall be submitted to the Commission by 12:00 PM, at least (6) business days prior to the public meeting to which the hearing was continued. If materials are submitted less than six (6) business days prior to the public meeting, the Commission may delay review until the following public meeting.
- Requests for continuances shall be submitted no later than 3 pm the day before the meeting.
- This policy allows the Conservation Commission, Agent and interested parties time to review submitted materials and minimizes initial review during public hearings, which can lengthen the agenda and inconvenience other applicants.