**Board of Selectmen - Agenda Request Form**

*This form will become part of the background information provided the Board & Public.*

| **Meeting Information** | | | |
|---|---|---|---|
| Date Submitted: | | Date Requested for Meeting: | |
| Date Requested for Meeting | | Add'l Information Attached (Yes/No) | |

| **Category of Business** *(check applicable)* | | | |
|---|---|---|---|
| Appointment: | | Old Business: | |
| Request for Service: | | New Business: | |
| Submission of Nomination: | *complete form* | Consent Agenda: | |
| Enforcement: | | Other: | |

| **Brief description of topic to be discussed** |
|---|
| |

Selectmen's Meeting are generally conducted on Wednesday evenings. See web site calendar for more detail. All meetings are open to the public.

To be considered for inclusion, requests must be received by 5 p.m. on the Friday preceding a meeting. Requests may be referred to departments (as appropriate) in advance of the Selectmen's Meeting to allow for assembly of supplemental information.

Please provide contact information, phone number and email to facilitate scheduling. Selectmen's office staff will be in contact to confirm agenda scheduling, date and time. Questions regarding the agenda management process may be directed to the Town Administrator by phone or email.

| **Contact Information** | |
|---|---|
| Print Name: | |
| Signature: | |
| Address: | |
| Phone: | |
| Email: | |

For Selectmen's Office Use Below

| | |
|---|---|
| Date Received: | |
| Additional Supplemental Information (Yes/No): | |
| Referred to Department (Yes/No): | |

*If yes to above, provide detail:*

Schedule for BOS Meeting (date): Town Administrator: