

### Board of Selectmen - Agenda Request Form

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

<b>Meeting Information</b>			
Date Submitted:		Date Requested for Meeting:	
Date Requested for Meeting		Add'l Information Attached (Yes/No)	
<b>Category of Business</b> <i>(check applicable)</i>			
Appointment:		Old Business:	
Request for Service:		New Business:	
Submission of Nomination:	<i>complete form</i>	Consent Agenda:	
Enforcement:		Other:	
<b>Brief description of topic to be discussed</b>			

Selectmen's Meeting are generally conducted on Monday evenings at 630. 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 Thursday 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 Administrative Assistant by phone or email.

<b>Contact Information</b>	
Print Name:	
Signature:	
Address:	
Phone:	
Email:	

**For Selectmen's Office Use Below**

Date Received:	
Additional Supplemental Information (Yes/No):	
Referred to Department (Yes/No):	
<i>If yes to above, provide detail:</i>	

Schedule for BOS Meeting (date):            Administrative Assistant:        
Attachment A      Rules of Procedure Adopted 5 June 2017