



Agenda Item Request

Guest information

First Name _____

Last Name _____

Phone _____ Address _____

Name of Organization _____

Must submit requests by Wednesday before the Regular Board of Trustee meeting for approval. Regular Town Meetings are the second Monday of the month, (or Tuesday if Monday is a holiday recognized by the Town)

Please provide a summary of your Agenda item comments:

Is this request for Board action? Yes No

Have you brought this before the board previously? Yes No If yes, Date? _____

We will contact you to confirm placement on the agenda. Presentations are limited to 10mins

Received by: _____ Received Date: _____

Notes: _____

Mayor Approval: _____ Date: _____