



TOWN OF HENNIKER, NEW HAMPSHIRE

Town Hall
18 Depot Hill Road
Henniker, NH 03242
Tel: (603) 428-3221

Request for Board of Selectman Agenda Item Consideration

Per Town of Henniker Selectmen's Policies Section II .1 Meeting, Board & Committee Policies, Board of Selectmen Meeting Procedures and Section II.3 Citizen Participation at Meetings.

- Persons may request an addition to the Board of Selectman Agenda until noon on the Thursday preceding the scheduled Selectman meeting. Depending upon the boards schedule, appearances will be scheduled within the next two regularly scheduled board meetings whenever possible.
- Purpose of this policy is for the notification in advance of the Board of Selectmen and the public to review supporting materials prior to the meeting.
- This form will provide the board with basic information of the topic or request.
- Persons who have been pre-scheduled to appear before the Board will normally speak during the New Business section of the agenda. Please see the policy for more information.

SUBMIT FORM TO THE TOWN ADMINISTRATOR diane.kendall@henniker.org or mail to address at top of form.

Requested Meeting Date:			
REQUESTOR CONTACT INFORMATION			
Name:			
Address:			
Email:			
Phone:			
DESCRIPTION OF TOPIC OR REQUEST			
TITLE:			
PERSON PRESENTING TO THE SELECTBOARD AND CONTACT INFORMATION IF DIFFERENT:			
DESCRIPTION OF QUESTION OR PROBLEM:			
PREVIOUS ACTIONS TAKEN BY REQUESTER OR OTHERS: (include attempts to resolve prior to coming to BoS)			
EXPECTED OUTCOME, ACTION OR DECISION: (be specific)			

KNOWN FINANCIAL IMPACT:	
OTHER SUPPORTING INFORMATION: (attach supporting documentation or add additional comments here)	
FOR OFFICE USE ONLY	
DATE RECEIVED:	DATE SCHEDULED:
TOWN ADMINISTRATOR COMMENT:	
DEPARTMENT HEAD AND COMMITTEE COMMENTS:	
LEGAL AUTHORITY:	
FINANCIAL DETAILS:	
SUGGESTED ACTION/MOTIONS/RECOMMENDATIONS:	
POST MEETING NEXT STEPS AND FOLLOW-UP	
RESOLUTION:	