

Town of Newport, NH  
Board of Selectmen

**Agenda Request Form**

Date Submitted:

Date Requested for Meeting:

**Requestor Contact Information**

Name

Mailing Address

Preferred Phone #

Signature

Email Address

Required

Newport Resident? Yes      No

Representing a Newport business or organization? Yes      No

Departmental/Intergovernmental Request? Yes      No

**Category of Business to be discussed with the Board (Check all that apply)**

New Business     Old Business      Request for Service      Nomination for appointment

Non-Public session      [ Other: \_\_\_\_\_ ]

**Brief Description of topic to be discussed**

Supplemental Information attached?    Y      N

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PLEASE NOTE: Selectboard meetings are generally held on the first and third Mondays of the month at 6:30 PM at the Town Offices. All meetings are open to the public. To be considered for inclusion on the agenda, requests must be received by noon on the Wednesday preceding the meeting. Town staff will contact the individual specified above to confirm agenda scheduling. Requests may be referred to Town departments, as appropriate, in advance of the Board meeting to allow for adequate staff review and comment.

**For Town Manager's Office only**

Date Received:

Date Scheduled for Meeting:

Additional Supplemental Information Received?    Y    ]    N

Referred to Department(s)?    Y      N

Notes:

Manager Signature