

# TOWN OF ANDOVER, NEW HAPSHIRE

Town Hall  
31 School Street  
PO Box 61  
Andover, NH 03216  
Tel: (603)-735-5332

## Request for Board of Selectman Agenda Item Consideration

Per Town of Andover Selectman's Policies E. 7) The Chair may allow but is not required to allow public participation during discussion of the Board at times other than public hearings and public comment. Any comments by the public on agenda items shall be limited to three (3) minutes per speaker and shall be limited to comments on the agenda issue under consideration. The Chairman may extend the time in his/her discretion subject to an override of the Board. That Chairman may also limit the number of speakers on a topic if in his/her opinion there is repetition, or a lack of additional relevant information being presented.

- Persons may request an addition to the Board of Selectman Agenda until noon on the Thursday preceding the scheduled Selectman meeting. Depending on the board's schedule, appearances will be scheduled within the next two regularly scheduled board meetings whenever possible.
- The purpose of this policy is for the notification in advance of the Board of Selectman and the public to review supporting materials prior to the meeting.
- This form will provide the board with the basic information of the topic or request.
- Persons who have been prescheduled 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** [tadmin@andover-nh.gov](mailto:tadmin@andover-nh.gov)

<b>Request Meeting Date:</b>
<b>REQUESTER CONTACT INFORMATION</b>
<b>Name:</b>
<b>Address:</b>
<b>Email:</b>
<b>Phone:</b>

<b>DESCRIPTION OF TOPIC OR REQUEST</b>
<b>Title:</b>
<b>Person Presenting to the Select Board:</b>
<b>Contact information if different:</b>

<b>Description of Question or Problem:</b>
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<b>Pervious Actions Taken by requester or others: (include attempts to resolve prior to coming to BoS)</b>
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**Expected outcome, action, or decision:** (be specific)

**Known Financial Impact:**

**Other supporting information:** (attach documentation or add additional comments here)

**FOR OFFICE USE ONLY**

**Date Received:**

**Town Administrator Comment:**

**Department Head and Committee Comments:**

**Legal authority:**

**Financial details:**

**Suggested Action/Motions/Recommendations:**

**Post Meeting next step and Follow-up:**

**Resolution:**