



TOWN OF NEW IPSWICH



661 Turnpike Rd, New Ipswich, NH 03071
Board of Selectmen

Board of Selectmen: Agenda Request Form

The Board of Selectmen generally meets on the first and third Monday of each month at 5:00 PM.

To be considered for placement on the agenda, this request **must** be submitted no later than 12:00 PM the Thursday prior to the scheduled meeting. Requests received after this deadline may be scheduled for a future meeting.

Individuals who are not placed on the agenda may attend the meeting and address the Board during the Round Table Discussion. Please note that there is no guarantee sufficient time will be available to discuss the matter. The Board may defer discussion to a future meeting if additional information is required or if time constraints prevent adequate consideration of the request.

REQUESTOR INFORMATION

Date Submitted: _____ Name: _____

Department/ Committee: _____

Telephone: _____ Email: _____

REQUEST INFORMATION

Requested Meeting Date: _____

Topic / Subject Matter: _____

Estimated Time Required: _____

Purpose of Request (check one):

Information Only

Request for Action

Discussion with the Board

Other: _____

Has this matter previously been presented to the Board?

Yes No

If yes, when? _____



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DESCRIPTION OF REQUEST

Please provide a detailed summary of the matter you wish the Board to consider. Include any background information, proposed action requested, affected properties, departments, or parties involved. Attach additional sheets if necessary.

REQUESTED ACTION BY THE BOARD

Please describe the specific action, decision, direction, or outcome you are requesting from the Board of Selectmen:

SUPPORTING DOCUMENTATION

Will you be providing supporting documentation?

Yes No

Supporting documentation should be submitted with this form whenever possible. Additional information may include and of the following: correspondence, photographs, maps, plans, contracts, estimates, reports, or other materials relevant to the request.

All supporting documentation should be emailed to **BOTH:**

Town Administrator
townadmin@newipswichnh.gov

Land Use Administrator
adminsupport@newipswichnh.gov

This form does not guarantee placement on a particular agenda. Scheduling is subject to available meeting time, adequate information, legal requirements, and Board discretion.

Signature: _____

Date: _____