

Village of Shelton

Public Agenda Request Form

If you have a specific topic that you would like the Board of Trustees to discuss at a future meeting, please fill in the specific topic and information below. The item will be reviewed to determine whether or not it requires Chairman/Board action, or whether it is an item that needs to be handled by the appropriate departmental staff. Except for items of an emergency nature, the agenda shall not be enlarged later than twenty-four hours before the scheduled commencement of the meeting. **NO anonymous forms will be accepted.**

Requested Topic: _____

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Brief description of topic:

Signature: _____ Date: _____

OFFICE USE ONLY

Request received by: _____

Date request received by Staff: _____

Forwarded to City Staff: Y N Forwarded to: _____

Action Taken:

Request Scheduled for Board of Trustees Meeting: Y N

Date of Meeting: _____