

# 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, then return to the Village Office. The item will be reviewed to determine whether 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action would you like to see the Board of Trustees take?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **OFFICE USE ONLY**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Forwarded to City Staff: Y N Dept: \_\_\_\_\_

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Scheduled for Board of Trustees Meeting: Y N Date of Meeting: \_\_\_\_\_