



TOWN OF PIERMONT

The Office of the Board of Selectmen

Phone: (603) 272-9181

Fax: (603) 272-9182

E-mail: piermontbos@gmail.com

BOARD OF SELECTMEN – AGENDA REQUEST FORM

Selectmen's Meeting are generally conducted on Tuesday evenings. Please see either the calendar in the Town office or the web site calendar for more details. All Board of Selectmen's meetings are open to the public except when holding Non-Public Sessions.

To be considered for inclusion on the Agenda for a meeting, requests must be received by noon time on the Monday preceding a meeting. Please allow sufficient time for the Selectmen to assemble any supplemental information that may be required to deal with your request.

Please provide the contact information, phone number and email to facilitate scheduling. The Selectmen's office will be in contact to confirm agenda scheduling, date and time. Questions regarding the agenda management process may be directed to the Executive Assistant by phone or to the above email.

Date Submitted:	Requested Meeting Date:
Subject:	Additional Information Supplied: Yes / No
Brief Description of matter for discussion:	
CONTACT DETAILS	
Print Name:	
Address:	
Telephone #	
Email:	

SELECTMAN'S OFFICE USE ONLY	
Date/Time Received:	Additional Information Supplied: Yes / No
Copied to Department Head:	
Reason:	
Scheduled for BOS Meeting Date:	
Added to BOS Meeting Agenda:	
Copy to Selectmen:	Copy to Department Head:
Notified Originator	Method: Email / Fax / Telephone / Other -
Signed:	
Print Name:	Date: