

**Town of Charlotte**  
**Selectboard Agenda Request Form**

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**General Information**

1. The Charlotte Selectboard generally meets 2<sup>nd</sup> and 4<sup>th</sup> Monday at 6:30 p.m. at the Charlotte Town Offices, 159 Ferry Road.
  2. To request time on a Selectboard agenda, complete the form, below, and return to the Town Administrator's Office, 159 Ferry Road (or email to: [townadmin@townofcharlotte.com](mailto:townadmin@townofcharlotte.com)). Please note the following:
    - a. Requests for a specific Selectboard meeting date must be submitted to the Town Administrator no later than 1:00 PM on the Monday before the requested meeting.
    - b. Any additional materials you wish to present to the Selectboard must be received by the Town Administrator's Office no later than 1:00 PM on the Wednesday before the requested Selectboard meeting.
    - c. A/V equipment available in the meeting room includes a 54-inch wide screen monitor with both HDMI and VGA connectivity, and is available for you to use. Wi-Fi is also available.
  3. The Selectboard Chair and Town Administrator develop the agenda for each Selectboard meeting. While every effort will be made to accommodate your request, a request to appear before the Selectboard on a specific date will be evaluated using the following criteria:
    - a. Whether the request is time-sensitive;
    - b. Whether the request conflicts with other timeline and/or discussion priorities for that particular Selectboard meeting; and,
    - c. Input regarding the request (if any) received from the Selectboard Chair and Town Administrator.
  4. Upon approval of your application, the Town Administrator will contact you with the meeting date and time that your item will appear on the Selectboard's agenda.
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**Please Fill Out the Following Information**

Date of Request: \_\_\_\_\_ Phone No: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_ Board Meeting Date Requested (Optional): \_\_\_\_\_

What type of agenda item are you requesting? **Informational** \_\_\_\_\_ **Selectboard Action Requested** \_\_\_\_\_

Do you have presentation materials for the meeting (e.g., PowerPoint, Handouts, etc.)? **Yes** \_\_\_ **No** \_\_\_

Briefly describe the decision or action you are requesting (if applicable):

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Please provide additional background information to explain the reason for your request (attach additional pages, if needed):

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**Application Status**  
(To be completed by Town Staff)

Received On: \_\_\_\_\_

<input type="checkbox"/> Request Reviewed by Selectboard Chair:	<input type="checkbox"/> Request Approved for ____:____ at _____
<input type="checkbox"/> Request Reviewed by Town Administrator:	<input type="checkbox"/> Request Denied

Comments: \_\_\_\_\_

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