

**Town of Middlebury
Selectboard Agenda Request Form**

Instructions

- A. Use this form to make a request for time on an upcoming Selectboard meeting agenda.
- B. The Selectboard meets on the 2nd and 4th Tuesday each month at 7:00 p.m. in Room 116 at the Middlebury Town Offices, 77 Main Street.
- C. To request time on a Selectboard agenda, complete the form, below, and return to the Town Manager's Office, Room 203, 77 Main Street (email to: cgrant@townofmiddlebury.org). **The deadline for submitting a request is 4:30 p.m. on the Tuesday, two weeks before a Board meeting.**
- D. **Any presentation material you wish to use at the meeting must be received in the Town Manager's Office no later than 4:30 p.m. on the Tuesday before a Board meeting.** A/V equipment available in the meeting room includes a 54-inch wide screen monitor with both HDMI and VGA connectivity. WiFi is also available.
- E. The Town Manager develops 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 must be evaluated based on the following factors: 1) whether the request is time-sensitive; 2) whether it conflicts with other Selectboard discussion priorities for that particular meeting; 3) input regarding the request (if any) received from the Selectboard Chair & Vice Chair.
- F. If your request is approved, the Town Manager's Executive Assistant, will contact you with the meeting date and time that your item will appear on the Selectboard's agenda.

Date of Request: _____ Phone No: _____
Requestor Name: _____ Email Address: _____
Organization (if applicable): _____ Board Meeting Date Requested (Optional): _____

What type of agenda item are you requesting? **Information only** _____ **Selectboard Decision / Action Requested** _____

Do you have presentation material for the meeting (e.g. Powerpoint)? **Yes** _____ **No** _____

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

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

