

Town of Londonderry, Vermont
100 Old School Street, South Londonderry, VT 05155
802-824-3356 www.londonderryvt.org

Selectboard Agenda Item Request

Today's date: _____ Date requested for meeting: _____

Requestor Contact Information: Name: _____

Mailing address: _____

Preferred phone # _____ Email address: _____

Signature: _____

Londonderry resident or property Owner? YES NO

Representing Londonderry business or organization? YES NO

Name of business or organization: _____

Departmental/Intergovernmental request? YES NO

Name of Department or Govt. Organization: _____

Category of matter to be discussed with the Selectboard (check all that apply):

New Business Old Business Request for Service Executive Session

Nomination for Appointed position Other: _____

Brief description of topic to be discussed:	Supplemental Info attached"	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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The Londonderry Selectboard meets regularly on the first and third Mondays of the month at 6:00 PM in the Londonderry Town Office (Twitchell Building) or remotely as appropriate, and may also meet as necessary in special meetings. All meetings are open to the public. To be considered for inclusion on the Board agenda, requests should be submitted to the Town Administrator by noon on the Wednesday before the meeting. Staff will contact the individual specified above to confirm agenda scheduling. Requests may be referred to Town departments or committees, as appropriate, in advance of the Board meeting to allow for adequate internal review, preparation and comment.

** For Town Administrator's office only **	
Date received: _____	Date scheduled for meeting: _____
Add 'l information received: _____	
Referred to Department/ Committee? <input type="checkbox"/> YES	<input type="checkbox"/> NO
Notes: _____	
Town Administrator Signature: _____	Date: _____