



Request for Meeting with Town Manager

Submit this document to make a request for a meeting with the Town Manager. The Town Manager's time is valuable to the function of the day to day administrative duties of the Town. By requesting an appointment you are able to schedule a time in which the Town Manager, or his designee, will be able to focus on your comments or concerns without interruption. Providing detailed information as to the basis of your request will allow the Town Manager an opportunity to research and gather information, if applicable, to ensure a productive meeting.

CONTACT INFORMATION

Name: _____ Email: _____

Address: _____ Phone: _____

Day(s) Available to meet Thursday With the exception of the second Thursday of the Month due to Department Head Meetings

Time(s) Available: 1st, 3rd & 4th Thursday Morning (9 AM - 11:00 AM) Afternoon (1PM – 4:30 PM)

Time(s) Available: 2nd Thursday Morning (10 AM - 11:00 AM) Afternoon (1PM – 4:30 PM)

MEETING REQUEST

I wish to meet with the Town Manager regarding the topic(s) as described below:

Have you previously met with the Town Manager (or his designee) concerning this item? YES NO If

Yes, when? _____ What was the outcome? _____

STAFF USE ONLY

Request received on _____ by _____

Meeting scheduled for _____ at _____
(Date) (Time)

Meeting denied for (reason) _____