



**Town of Effingham  
Selectmen's Office**

**Request for Appointment**

Name(s) \_\_\_\_\_

Date: \_\_\_\_\_

Email \_\_\_\_\_

Date Meeting Requested:

Phone: \_\_\_\_\_

\_\_\_\_\_

Agenda Item / Topic:

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I / We hereby request to be placed on the agenda for an upcoming Selectmen's meeting in order to discuss the following:

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Provide associated documents to be presented, list what documents have been provided:

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How much time will be needed to present? \_\_\_\_\_

Staff: If this is a non-public session, then please indicate category: Non-Public Session RSA 91-A:3 II

\_\_\_ (a) personnel (compensation, discipline)

\_\_\_ (b) hiring

\_\_\_ (c) adversely effect reputation of someone other than a board member

\_\_\_ (d) land and real estate

\_\_\_ (e) legal claims pending

\_\_\_ (i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life.

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. Do not submit this request until all background information is attached. You will be contacted by the office regarding the date and time of your appointment.