

**TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA**

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Here are things you need to know:

Formal Board agenda items should be matters of substance for the Board to consider. Examples include: Presentations to the Board seeking support or wishing to inform the Board of plans that affect the Town, Committees presenting their goals and accomplishments, Items that need Board approval to proceed.

Submitting an agenda request does not guarantee placement on an agenda. The Mayor will determine if this is an appropriate item for consideration on the Board of Trustees' formal agenda.

Should this request be denied, the requester may present their item in writing to the Board under correspondence received or by making a verbal comment within the established time limit at the beginning of a regular meeting.

Please complete the following information and return this form no later than Monday, the week prior to the Board meeting to the Town Hall at 214 Grand Avenue. If the regular meeting is on Tuesday the 28th, the request must be received before 5pm on Monday the 20th. If your issue is placed on the agenda, be aware that your presentation is limited to 5 minutes.

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Subject: Up to 6 words (example: Town Park, Potholes, Open Meetings, etc.)

Name of Requester or Presenter:

Representing: (Group or Agency name, or Self)

Date of submittal:

Date of Requested Board Meeting: (Insert Board Meeting date)

Specific request:

Describe the problem that requires resolution* or the topic(s) to be presented:

***The Problem**

- What is the problem that needs to be addressed?
- Please start with defining the problem, not describing the solution.
- Please explain briefly why it is essential that the Town address this problem.
- This section should be no more than 4-5 sentences long.

Recommendation (Please state your recommendation here, along with the main points needed for approval of your request, at most 50 words.) Example: The Paonia Association recommends the Board pass an ordinance preventing elk from standing in the road.

What staff member have you spoken to about this? Please summarize your discussion:

Contact information:

Name:

Physical Address:

Mailing Address:

E-mail:

Daytime Phone:

Office Use Only:
Received: _____
Approved for Agenda: _____
Board Meeting Date: _____