

TOWN of GRANBY BOARD OF TRUSTEES

AGENDA REQUEST FORM



Board of Trustee meetings are held the 2nd and 4th Tuesdays of the month unless a special meeting is called. All agenda requests and associated backup documents must be submitted to the Town Clerk by 4:30pm on the Monday one week prior to the next regularly scheduled meeting.

Any financial matters or requests for money must be included on the agenda, no exceptions.

All requests will be reviewed by the Town Manager and Mayor and are subject to denial if deemed inappropriate or unnecessary.

Agenda Request Forms can be submitted three ways:

In-Person: Town Hall, Zero Jasper Street, Town Clerk

Email: info@townofgranby.com

USPS: Town Hall, Town Clerk, PO Box 440, Granby, CO 80446-0440

Staff Use Only
Date Received: _____
Review at Board meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of meeting: _____
Denied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason: _____ _____
Follow-up with Requestor: <input type="checkbox"/> Phone <input type="checkbox"/> Email
Date: _____
Staff Name: _____

Requestor Information	
Legal Name:	
Physical Address:	City, State, Zip:
Mailing Address (if different than physical address):	City, State, Zip:
Phone Number:	Email:
Agenda Request Information	
Item Request will be: (please check one of the following) <input type="checkbox"/> Information Only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action <input type="checkbox"/> Public Hearing <input type="checkbox"/> Report/Update <input type="checkbox"/> Other	
Caption Request:	
Are there any documents pertaining to the topic to be attached? Handouts at the meeting are discouraged. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many documents are attached to request? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+	
Briefly summarize your request to be discussed.	