PUBLIC COMMENT/COMPLAINT FORM

Date: Click here to enter text.

Person taking Complaint: Click here to enter text.

Citizen making Comment/Complaint:

Address: Click here to enter text.

Phone Number: Click here to enter text.

Email: Click here to enter text.

Department/Individual Involved: Click here to enter text.

Comment/Complaint:

Directed to:

For: Action ☐ Comment ☐ Other ☐

_____

Signature

<u>For Office Use Only:</u>

Directed To: _____

Action

Taken:_____
_____
_____
_____
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_____
_____
_____
_____

Date Citizen Contacted:_____ **Via:** ☐ **Mail** ☐**Telephone** ☐ **In Person**

Person Making Contact:_____ **Town Administrator Reviewed:**_____

Disposition: **File** **Other Action**

Date Complete:_____