

Action Request Form

Procedure

Purpose:

The Action Request Form is the means of documenting any concern a person may have regarding the Town of Cornish which requires a response or further action.

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The Action Request Form will be made available in the Town Office and on the Town website.

A concern, question, request is documented on the Action Request Form. The form must have the submitters name in order to be processed and receive a response.

The Action Request form is to be delivered to the Town Office where it will be marked as received by office staff with initials and a date

The Action Response Form will then be brought to the attention of the selectmen, placed as an agenda item and held in the appropriate folder on the selectmen's desk.

At the designated meeting, the request will be discussed and a response made in writing on the form and to the submitter. In the event the request involved immediate action, a report of the action taken will be made at the meeting.

All investigation will be documented and attached to the form.

Once the Request has been satisfied and a response issued, the file will be placed in the folder designated for retention of the reports.



Town of Cornish

17 Maple St

Date Rcvd: _____

Cornish, ME 04020

Rcvd By: _____

Tele (207) 625 4324 Fax (207) 625 4416

townoffice@cornishme.com

ACTION REQUEST FORM

DATE FILED: _____

FILER'S NAME: _____

FILER'S ADDRESS: _____

FILER'S CONTACT NUMBER: _____

ACTION REQUESTED: _____

DATE OF RESPONSE: _____

SELECTMEN ASSIGNED: _____

ACTION TAKEN:

ENTIRE FORM MUST BE COMPLETED FOR SELECTMEN TO TAKE ACTION