



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

SUBMISSIONS TO THE BOARD OF SELECTMEN GUIDELINES

The Board of Selectmen meets regularly on the 2nd and 4th Monday of each month at 7:00 pm in the Main Meeting Room of Simsbury Town Hall. The official meetings are listed on the Town of Simsbury's website calendar under Community Events and can be found at www.simsbury-ct.gov.

The following guidelines are intended to help you make a submission to the Board of Selectmen for inclusion on its agenda and consideration by the Board of Selectmen at one of its scheduled meetings. It is important that complete information be submitted by the deadline so that it can be organized and reviewed by Town staff. Use of the attached Agenda Submission Form and compliance with the guidelines will ensure that your submission receives the Board's full and thorough consideration.

If you have any questions about the submission process, the content of your submission or Board of Selectmen rules and procedures, please contact the First Selectman's Office at 860-658-3230.

Submission Requirements:

1. Your submission, including a completed Agenda Submission Form and all necessary supporting documents, must be received by the First Selectman's Office for consideration by the **Tuesday prior to a scheduled Board of Selectmen Meeting. Submissions not received within this time frame will not be placed on the agenda without approval of the First Selectman and/or the Director of Administrative Services.** Submissions received in a timely manner will be given scheduling preference.
2. Your submission **must be in final form.** The attached Agenda Submission Form is designed to insure that your submission is complete and ready for consideration by the Board of Selectmen. Please provide documents electronically by means other than being scanned (i.e. document in word, excel, etc. format or document saved as a PDF). If you have a document that can only be scanned then submit that particular document separately.
3. The First Selectman and the Board of Selectmen have the sole authority to determine which items will be placed on the agenda. Compliance with these guidelines does not guarantee that a matter will be included in the Board of Selectmen's agenda.

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An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday