

**MEMORANDUM  
TOWN OF SEABROOK, NH  
OFFICE OF THE BOARD OF SELECTMEN**

Request \_\_\_\_\_ Information \_\_\_\_\_ Complaint \_\_\_\_\_ Report \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Location: \_\_\_\_\_

Cause of Trouble: \_\_\_\_\_

\_\_\_\_\_

Person involved: \_\_\_\_\_

\_\_\_\_\_

Department concerned: \_\_\_\_\_ Estimated cost: \$ \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Name: (Print) \_\_\_\_\_

Your Signature: \_\_\_\_\_

Disposition: \_\_\_\_\_

Reason: \_\_\_\_\_

Date action completed: \_\_\_\_\_ M/L Hours: \_\_\_\_\_ Final Cost: \$ \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Use reverse side for sketches, additional information or other date.

## SELECTMEN'S POLICY ON CITIZEN COMPLAINTS

- 1.1 Written complaints should be received at the Selectmen's Secretary's desk.
- 1.2 Copies will be forwarded to head of department concerned, Town Manager (T.M.) and to the Board of Selectmen.
- 1.3 review and response from department head should be received by T.M. within two (2) weeks. An explanation of the extenuating circumstance why a response will take more time may be given alternatively.
- 1.4 Investigation and/or study of complaint by T.M. with recommendation for action to be forwarded to Board of Selectmen in a timely manner.
- 1.5 final review by Board of Selectmen, with written response informing the complainant of any decision.

Date Revised: February 20, 1992