



TOWN OF FARMINGTON
Office of the Selectmen
Municipal Offices Building
356 Main Street
Farmington, NH 03835
Phone (603) 755-2208 Fax (603) 755-9934
E-mail: townfarm@worldpath.net

A Bicentennial Community
1798-1998

CITIZENS COMPLAINT/COMMENT FORM PROCEDURE AND FORM

Whenever a citizen has a complaint or public comment that they would like addressed by the Town, they must complete a PUBLIC COMMENT FORM. This form is available at the front desk of the Municipal Office Building as well as the Code Enforcement Office. A form can also be submitted electronically through the Town website, www.farmington.nh.us, found on the home page under 'Send us comments'. Once it is submitted, it is automatically emailed to the Selectmen's Secretary. A printable form is also available on the website under "Forms and Applications"

It is recognized that some citizens prefer contacting the town by phone. Phone calls can be directed to the Selectmen's Secretary (755-2208) who in turn will take the Complaint/Comment and complete the form on behalf of the caller.

Once a completed form is given or sent to the Selectmen's Secretary, she will then copy it to the Town Administrator, the Board of Selectmen and the Department Head relative to the issue. The complaint will then be filed in the Selectmen's files under 'pending complaints.

Once the issue has been addressed and/or resolved, the Department Head will complete the form with their comments and written description of the actions taken. They will return it to the Selectmen's Secretary who will then copy the completed form to the Selectmen and Town Administrator and finally file it in the 'completed complaints' folder.

AMENDED 12/15/14 PER BOARD OF SELECTMEN

PUBLIC COMMENT FORM

Please print and complete this form and mail or bring to the Municipal Building at 356 Main Street, or fax to 603-755-9934 or scan and email to: farmingtonselectmansecretary@metrocast.net. You also have the option to call the Selectman's Secretary at 603-755-2208 and file a complaint over the phone.

Date: _____ Time: _____ Person Taking Complaint: _____

Citizen Making Comment: _____

Phone Number: Home: _____ Business: _____

Department/Individual Involved: _____

Comment: _____

(for Office Use Only)

Directed To: _____ For: Action Comment Other

Action
Taken: _____

Date Citizen Contacted: _____ Via: Mail Telephone In Person

Person Making Contact: _____ Town Administrator Reviewed: _____

Disposition: File Other Action

Date Complete: _____