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## Online Form Submittal: Town Council Agenda Request Form

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**From** noreply@civicplus.com <noreply@civicplus.com>

**Date** Tue 12/2/2025 7:21 AM

**To** Shaun Mulholland <smulholland@londonderrynh.gov>; Kellie Caron <kcaron@londonderrynh.gov>; Tanya Pinter <tpinter@londonderrynh.gov>

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### Town Council Agenda Request Form

#### Requester Information

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The Town Council Agenda Request Form is available for anyone who wishes to propose an item for inclusion on a Town Council meeting agenda. Submissions are reviewed by the Town Manager's office.

Please note that members of the public may speak during the "Public Comment" sections of an upcoming Town Council meeting without needing sponsorship.

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#### Contact Information

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First Name                      Shawn

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Last Name                      Faber

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Email Address                      sfaber@londonderrynh.gov

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Phone Number                      [REDACTED]

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Address 1                      [REDACTED]

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Address 2 (Optional)                      *Field not completed.*

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Town / City                      Londonderry

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State                      NH

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ZIP Code                      03053

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### Requester Information

If you are not a member of the Londonderry Town Council, a Councilor has to sponsor your agenda request form. There will be a space later in the form to select the Councilor's name.

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Are you the requester?            Yes

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Are you a member of the            Yes  
Londonderry Town Council?

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### Agenda Request Information

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### Agenda Request Date

The Londonderry Town Council generally meets on the first and third Mondays of the month. If Monday is a holiday, the meeting will be moved to Tuesday.

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Preferred Date of Council            12/8/2025  
Meeting to Consider Item

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Please keep in mind that if this request is for an agenda item and is not urgent in nature, a date **ten days in the future** is preferable in order to allow proper time to prepare materials.

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Is there a deadline                    Purchases could be made under the old policy, making this an  
associated with this item,            important item  
and if so, what is it?

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### Agenda Request Information

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Name of Agenda Topic Item        Purchasing Policy

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Reason for Topic Item                Purchasing Policy need update

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Specific Questions Related        n/a  
to the Topic Item

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What possible action,                New Purchasing Policy  
motion, goal, and / or Town  
Code or Policy amendment  
are you proposing?

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What documentation and / or        n/a  
references related to the  
topic item would you like to  
provide?

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Do you have any requests for supporting documentation from staff and if so, what materials are needed? n/a

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Other Information *Field not completed.*

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Attachments *Field not completed.*

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