NORWICH CITIZEN'S OBSERVATION AND REQUEST FOR ACTION FORM

Dear Resident/Visitor:

If you wish to submit a request for action regarding an observation of a service provided by the Town, please fill out the information below and leave it with the Town Manager or Town Manager's Assistant at 300 Main Street, or mail to Town of Norwich, Attn: Town Manager, P.O. Box 376, Norwich, VT 05055, or email to manager-assistant@norwich.vt.us.

The Town Manager or his Assistant will make every effort to contact you within three working days of receipt of this form.

Today's Date: _____ **Time:** _____

Your Name: _____

Telephone Number: _____ **Email:** _____

Please explain your observation, report or request for action, along with any contacts you have had with any Town Department Head prior to the submission of this form.

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In your opinion, what is a reasonable time frame to address your request for action?