

**Town of Northumberland**

*Office of Selectmen*

*19 Main Street*

Groveton, New Hampshire 03582

603-636-1450

**COMPLAINT FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Summary of Complaint: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

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Complaint Review By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

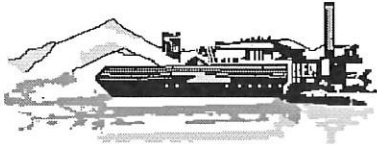
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Date: \_\_\_\_\_



# **Town of Northumberland**

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*19 Main Street*

**Groveton, New Hampshire 03582**

**603-636-1450**

## COMPLAINT PROCEDURE POLICY

Complaints made to the Office of the Selectmen or any Town Department may be submitted one of two ways:

- 1) Pick up complaint form at the Office of the Selectmen or Town Department, fill out, sign and bring to the next Board of Selectmen regular business meeting to be submitted to the Board for consideration.
- 2) Pick up, fill out and submit form to the Office of Selectmen to be submitted to Board of Selectmen for consideration.

This policy is effective, October 1, 2010 by consensus of the Board of Selectmen.

Date: October 1<sup>st</sup>, 2010

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Mario Audit, Chairman

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James W. Tierney, Jr.

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Robert Gauthier