

**Town of Hampton, Connecticut  
Policy/Procedure**

**Suggestion & Comment Boxes**

**Policy:**

- The ideas, comments and suggestions of the residents of Hampton are welcome and encouraged by the Board of Selectman and other departments in Town Hall.
- A “virtual” suggestion/comment box is a component of the Town web site; a “physical” box is located in Town Hall.
- Suggestions or Comments about any department in Town Hall or about Town Operations are welcome.
- Identifying information is strongly encouraged.
- All suggestions with identifying information will be acknowledged.
- Suggestions will be retrieved from the electronic & physical boxes weekly.
- Report containing suggestions will be distributed to each Selectman.
- At the discretion of the Board of Selectmen, applicable suggestions/comments will be acted on.

**Procedure:**

- The BOS will designate one of the Selectmen to review the new suggestions weekly and act on or bring to the First Selectman or applicable department, any requiring immediate attention.
- At the first BOS meeting of the month, all suggestions from the previous month will be provided to the Selectmen in a written report. The Selectmen will determine any needed follow-up action and/or acknowledgement and an appropriate follow-up plan will be made.
- If the suggestion/comment requires clarification or additional information, one of the Selectmen will contact the author.

**Applicability:** Physical suggestion/comment box located in Town Hall and electronic box located on the Town website

**Approved by:** BOS

**Date Approved:** February 4, 2008

**Implementation Date:** February 5, 2008

**Last Review Date:**

**Last Revision Date:**