



**TOWN OF BREMEN**  
PO BOX 171, 208 WALDOBORO RD  
BREMAN, MAINE 04551  
(207) 529 5945 • FAX (207) 529 6302

## **TOWN COMPLAINT/CONCERN POLICY**

It is the Town of Bremen Select Board's policy to take all citizen complaints responsively and seriously, while simultaneously ensuring that staff do not spend undue time in receiving complaints and/or concerns. All complaints and/or concerns shall be submitted to the Town Office, (submitted in person, by US Mail, by telephone or by e-mail) and signed by the person receiving the complaint and/or concern.

A complaint and /or concern form shall be utilized to obtain the person's name, contact information, a brief description of the nature of the complaint and/or concern, this information is reviewed for accuracy then distributed to the appropriate department, the office personnel records actions taken and any information received back from the department.

W.P.L

8/18/2022

John

SHR