



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: October 9, 2015
Submitted by: Town Manager Eileen Cabanel and
Finance Director Paul T. Micali
Department:
Speakers:

Date of Meeting: October 22, 2015

Time Required: 15 minutes

Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/ Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Review of 2015/16 Budget Schedule

DESCRIPTION OF ITEM

The Town Council to review the 2015/16 budget schedule.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Eileen Cabanel</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number	<u>424-2331</u>	Email Address	<u>ecabanel@merrimacknh.gov</u>

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

Hold for Meeting Date: _____

Memo



TO: Town Council
 Thru: Town Manager Eileen Cabanel
 FROM: Finance Director/ Assistant Town Manager Paul T. Micali
 DATE: October 16, 2015

RE: Review of 2016-17 Budget schedule

In years past the Town Council met every Monday and Thursday in the month of January to discuss the budget. Last year in an effort to consolidate the budget schedule for the month, we reduced the number of meeting for the budget review of the departments to three. I am once again proposing the same number of meetings (3) for the budget review shown below.

January 2016	
January 7 6:00 PM	Budget Meeting – Welfare, Public Works Administration, Highway, Solid Waste Disposal, Equipment Maintenance, Buildings and Grounds, Wastewater Treatment Fund, Parks and Recreation, Summer Day Camp
January 11 6:00 PM	Budget Meeting – Library, Assessing, Town Clerk/Tax Collector, Community Development, Media, General Government, Proposed Issuance of Debt, Revenues
January 14 7:00 PM	Regular Council Meeting
January 21 -6:00 PM	Budget Meeting - Fire, Code Enforcement, Communications, Police, Police Detail <i>Town Council to Discuss the Next Steps in the Budget Process</i>
January 25 -6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 25	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 3 rd for February 11 th Council Meeting (RSA 33:8-a, I / RSA 32:5, I / RSA 21:35) <ul style="list-style-type: none"> • Budget Hearing • Collective Bargaining Agreement • Proposed Issuance of Debt • Petitioned Bonds • Other Petitioned Warrant Articles
January 28 7:00 PM	Regular Council Meeting
January 28-6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
February 2016	
February 9	Last date to file Petitioned Bonds governed by RSA 33:8-a (RSA 40:13, II-b b))
February 9	Last date to file petitioned Warrant Articles, Petitioned Bonds (RSA 40:13, II-b Last day to file petition warrant articles provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, February 6. {RSA 39:3; and 40:13, II b(b)) and Collective Bargaining Agreements “cost items” [RSA 40:13, II-c(b) and RSA 273-A:1, III]
February 9	Special Meeting for Ratification of any Outstanding Union Contracts
February 11 7:00 PM	Regular Council Meeting Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2016/17 Proposed Operating Budget • Collective Bargaining Agreements • Proposed Issuance of Debt • Petitioned Bonds • Other Petitioned Warrant Articles Review of Default Budget
February 12	Sign Final Warrant and Budget