



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 27, 2015

Date of Meeting: November 5, 2015

Submitted by: Finance Director/Asst. Town Manager

Paul T. Micali

Department:

Time Required: 15 minutes

Speakers:

Background Info.

Supplied:

Yes:

No:

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

Appointment:

Recognition/Resignation/

Retirement:

Public Hearing:

Old Business:

New Business:

Consent Agenda:

Nonpublic:

Other:

TITLE OF ITEM

Property Tax Insert

DESCRIPTION OF ITEM

The Town Council to consider including an insert with future property tax bills that provides an explanation of the breakdown of the property taxes.

REFERENCE (IF KNOWN)

RSA:

Warrant Article: _____

Charter Article:

Town Meeting: _____

Other:

N/A

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

Projector:

Grant Requirements:

Easel:

Joint Meeting:

Special Seating:

Other:

Laptop:

None:

CONTACT INFORMATION

Name:

Paul Micali

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APPROVAL

Town Manager:

Yes

No:

Chair/Vice Chair:

Yes

No: