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: February 22, 2108

Date of Meeting: April 26, 2018

Submitted by: Sharon Marunicz, HR Coordinator

Department: General Government

Time Required: 15 minutes

Speakers: Kyle Fox

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

Recognition of Retirement of Town Employee

DESCRIPTION OF ITEM

The Town Council will present an award to Jim Taylor in recognition of his retirement after more than 41 years of full-time service in the Wastewater Division of Public Works. Jim will retire on April 27, 2018.

REFERENCE (IF KNOWN)

RSA:		Warrant Article:	
Charter Article:		Town Meeting:	
Other:	Employee Policy Manual	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:	**Sharon Marunicz**	Address	**6 Baboosic Lake Road**
Phone Number	**603-424-2331**	Email Address	smarunicz@merrimacknh.gov

APPROVAL

Town Manager: Yes ☐ No: ☐

Chair/Vice Chair: Yes ☐ No: ☐

Hold for Meeting Date: _____

07/06