



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: December 12, 2018
Submitted by: Finance Director Paul T. Micali
Department:
Speakers:

Date of Meeting: December 20, 2018
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

2019-2020 Budget Meeting Schedule Discussion

DESCRIPTION OF ITEM

The Town Council to discuss the January budget meeting 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:	Paul T. Micali	Address	8 Baboosic Lake Road
Phone Number	424-7075	Email Address	pmicali@merrimacknh.gov

APPROVAL

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

Hold for Meeting Date: _____

Memo



TO: Town Council
ATTN: Town Manager Eileen Cabanel
FROM: Finance Director Paul T. Micali
DATE: December 13, 2018

RE: January Meeting Schedule

At the last council meeting I brought up the idea of changing the day in which the Council meets on the budget from Monday/Thursday to Wednesday/Thursday. It came to my attention that Councilor Thornton is not available on Monday nights and I thought it would be best if the full council could hear the department summaries. I have attached a copy of the proposed Wednesday/Thursday and Monday /Thursday Schedule for your review.

The Monday /Thursday Schedule has a total of five meeting dates while Wednesday/Thursday schedule actually adds an extra meeting for a total of six meeting dates.

**2019-20 Town Meeting & Budget Schedule
Wednesday/Thursday**

Date	Description of Activity
November 2018	
November 1 7:00 PM	Regular Council Meeting
November 15 7:00 PM	Regular Council Meeting
December 2018	
December 6	Budget to Council
December 6 7:00 PM	Regular Council Meeting
December 20 7:00 PM	Regular Council Meeting
January 2019	
January 2	Post Public hear for any Charter Amendments (7 clear Days)
January 9 6:00 PM	Budget Meeting – Welfare, Communications, Police, Police Detail, Fire, Code Enforcement
January 10	Town Council to hold a Public hearing on any Charter changes
January 10 7:00 PM	Regular Council Meeting
January 16 - 6:00 PM	Budget Meeting – Library, Solid Waste Disposal, Highway, Equipment Maintenance, Wastewater Treatment Fund, Buildings and Grounds, Public Works Administration
January 17 - 6:00 PM	Budget Meeting - Assessing, Town Clerk/Tax Collector, Parks and Recreation, Summer Day Camp, Community Development, Media, General Government, Proposed Issuance of Debt, Revenues (<i>Town Council to Discuss the Next Steps in the Budget Process</i>)
January 17	Last day for Town Council to submit any Charter Amendments to Town Clerk in accordance with RSA 49-B:5
January 23- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 24 7:00 PM	Regular Council Meeting
January 27	Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a
January 30- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 31- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
February 2019	
February 1	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 4 th for February 14 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

**2019-20 Town Meeting & Budget Schedule
Monday/Thursday**

Date	Description of Activity
November 2018	
November 1 7:00 PM	Regular Council Meeting
November 15 7:00 PM	Regular Council Meeting
December 2018	
December 6	Budget to Council
December 6 7:00 PM	Regular Council Meeting
December 20 7:00 PM	Regular Council Meeting
January 2019	
January 2	Post Public hear for any Charter Amendments (7 clear Days)
January 7 6:00 PM	Budget Meeting – Welfare, Communications, Police, Police Detail, Fire, Code Enforcement
January 10	Town Council to hold a Public hearing on any Charter changes
January 10 7:00 PM	Regular Council Meeting
January 14 - 6:00 PM	Budget Meeting – Library, Solid Waste Disposal, Highway, Equipment Maintenance, Wastewater Treatment Fund, Buildings and Grounds, Public Works Administration
January 17 - 6:00 PM	Budget Meeting - Assessing, Town Clerk/Tax Collector, Parks and Recreation, Summer Day Camp, Community Development, Media, General Government, Proposed Issuance of Debt, Revenues (<i>Town Council to Discuss the Next Steps in the Budget Process</i>)
January 17	Last day for Town Council to submit any Charter Amendments to Town Clerk in accordance with RSA 49-B:5
January 24 7:00 PM	Regular Council Meeting
January 27	Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a
January 28- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 31- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
February 2019	
February 1	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 4 th for February 14 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
February 6	Post notice of February 14th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a))