

## **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**, <u>8 days prior</u> to the requested meeting date. **Public Hearing requests must be submitted <u>20 days prior</u> to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION					
Date Submitted: April 16, 2019 Submitted by: Town Council Chair Finlay Rothhaus and Vice Chair Tom Koenig Department:  Date of Meeting: April 25, 2019 Time Required: 10 minutes					
		Backgrou	and Info	No. 🏻	
Speakers:		Supplied:		No: _⊠_	
CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)					
Appointment:		Recognition/Resignation/ Retirement:		]	
Public Hearing:		Old Business:		]	
New Business:	$\boxtimes$	Consent Agenda:		]	
Nonpublic:		Other:		]	
TITLE OF ITEM					
Town Manager Annual Evaluation					
DESCRIPTION OF ITEM					
Town Council to discuss result of recent evaluation.					
REFERENCE (IF KNOWN)					
RSA:		Warrant Article:			
Charter Article:	Town Meeting:				
Other:		N/A			
<b>EQUIPMENT REQUIRED</b> (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)					
Projector:		Grant Requirements:		]	
Easel:		Joint Meeting:		]	
Special Seating:		Other:		]	
Laptop:		None:		]	
CONTACT INFORMATION					
Name: Nancy Harrington		Address	6 Baboosic Lake Road	aboosic Lake Road	
Phone Number		Email Address	address nharrington@merrimacknh.gov		
APPROVAL					
Town Manager: Yes	No:	Chair/Vice Chair	: Yes _⊠_	No:	
Hold for Meeting Date:					