



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: June 10, 2019

Date of Meeting: June 27, 2019

Submitted by: Town Council Chairman Tom Koenig
and Vice Chair Bill Boyd

Department:

Time Required: 15 minutes

Speakers:

Background Info. Yes: ☒ No: ☐
Supplied:

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

Committee Appointments

DESCRIPTION OF ITEM

The Town Council to consider appointing individuals to Town committees, pursuant to Charter Article 4-8 and the Town of Merrimack's Appointment Policy.

REFERENCE (IF KNOWN)

RSA:

Warrant Article: _____

Charter Article:

4-8

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: **Tom Koenig**

Address

6 Baboosic Lake Road

Phone Number

Email Address

tkoenig@merrimacknh.gov

APPROVAL

Town Manager:

Yes ☒ No: ☐

Chair/Vice Chair:

Yes ☒ No: ☐

TOWN OF MERRIMACK, NEW HAMPSHIRE APPOINTMENT POLICY FOR BOARDS, COMMITTEES AND COMMISSIONS

SECTION I – INTRODUCTION.

This Policy provides a process for the acceptance of names, interviewing, selection, and appointment of residents interested in serving on Boards, Commissions and Committees ("Committees") which are appointed by the Town Council. This policy applies to all committees established by the Town Charter (Article 6) and other committees established by the Town Council.

This Policy is intended to provide guidance to the Town Council in making informed choices for these Committees and their members, and to provide consistency in committee creation, member selection and appointment process.

SECTION II - GENERAL APPOINTMENT PROCESS OF COMMITTEE MEMBERS.

- A. REMINDERS TO INCUMBENTS. The Town Council will send reminder letters to Committee members, whose term of office is expiring, inquiring whether or not the member is interested in reappointment for a full or alternate position.
- B. PUBLIC NOTICE OF OPENINGS. When a term is expiring or a vacancy exists, the Town shall advertise, for thirty (30) calendar days, its intent to fill a position. A public notice shall also be posted in at least two (2) public places.
- C. SUBMISSION OF CANDIDACY IN WRITING. Interested citizens shall submit their candidacy in writing to the Town Council Chair and/or the Town Manager within the thirty (30) calendar day notice period.
- D. DATE OF APPOINTMENT.
 - 1. By Charter, appointments run from July 1st to a June 30th expiration. The Council will make a reasonable effort to take action prior to June 30th each year.
 - 2. Vacancies within a Town Committee shall be filled for the unexpired term. Appointments fulfilling the remainder of a term of office will be made at a regularly scheduled Town Council meeting with the term to commence on the date of the appointment.
- E. OATH OF OFFICE.
 - 1. Once the Town Council appoints the applicant, the applicant is required to take an oath to qualify him or her to enter upon the duties of office.
 - 2. Failure to take the Oath of Office within 30 days of appointment shall be deemed a refusal to serve, and the office shall be deemed vacant. (Charter Section 3-7)

- F. **RECOMMENDATIONS.** In accordance with State law, the Town Council will accept recommendations from the Planning Board for appointments to the Nashua Regional Planning Commission, and recommendations from the School Board, Merrimack High School student body, Merrimack Youth Association (hereinafter "MYA"), and the Senior Citizens Club for appointments to the Parks and Recreation Committee as provided by the Town Charter.
- G. **ALTERNATE MEMBERS.** Alternate members are appointed to Committees to serve if a full member is unable to take his/her seat at a scheduled meeting. Alternate positions are an excellent method of allowing a resident to become familiar with the requirements of the Committee, and to gauge his/her ability to assume full membership. It also gives the Town Council an opportunity to assess the resident's qualifications to serve as a full member. All alternate members are encouraged to seek consideration for full membership when a vacancy exists.
- H. **MEMBERS SEEKING APPOINTMENT TO MULTIPLE COMMITTEES.** Committee members will not be allowed to serve on more than two (2) committees whose members are appointed by the Town Council. Members of one committee who wish to serve on another committee must complete all steps for new members indicated in Section III below.

SECTION III - RECRUITMENT, SELECTION, APPOINTMENT CRITERIA AND INTERVIEW PROCEDURE FOR COMMITTEE MEMBERS.

A. INTERVIEW.

1. Appointment interviews are conducted in a public meeting in accord with this policy and RSA 91-A. Any resident interested in serving on a Committee for the first time must be interviewed by the Appointment Committee for that Committee.
2. Appointment interviews will be conducted for all members of the Merrimack Conservation Commission, Planning Board and Zoning Board of Adjustment.
3. For the remaining committees, at the discretion of the Appointment Committee, full members seeking re-appointment, or alternate members seeking re-appointment as an alternate or appointment as full members may not be required to interview. However, if multiple candidates present themselves and exceed the number of positions available, then, the Town Council may conduct interviews to identify the best applicant(s) for the position.

B. APPOINTMENT COMMITTEE.

1. The Chairman of the Town Council shall schedule the date, time and place of the interview for each applicant.
2. An Appointment Committee shall conduct the interview and be comprised of:
 - Chairman of the Town Council;
 - Vice-Chairman of the Town Council;
 - Town Council Representative to the Board, Committee or Commission; and

- Chairman or designee of the Board, Committee or Commission.
- The Chairman of the Town Council may designate an alternate Council member for any of the above Appointment Committee members.

C. FACTORS FOR CONSIDERATION (These factors are intended to provide general guidance, and the list is not considered to be complete or exhaustive. The Town Council reserves the right to choose the resident(s) they feel is/are most qualified for appointment).

1. Service on other Committee(s);
2. Life experience (personal and professional);
3. Candidate's ability and willingness to fulfill the time requirements of the committee and to regularly attend meetings; and
4. Potential Conflict of Interest

D. APPOINTMENT PROCESS.

After the interview, the Town Council Chair shall:

1. Submit a list of all candidates applying for appointment, any information provided by the applicants during the interview process, the recommendation form from the interview, and appointment papers;
2. Prepare an agenda request form for the next regular Town Council meeting for discussion;
3. After Council review and discussion, final action on the appointment(s) shall be scheduled for the ensuing Regular Town Council meeting;
4. After the appointment has been made by the Town Council, applicants who are not appointed shall receive a letter thanking them for their interest and applying for the position.

SECTION IV – WAIVER PROCEDURE.

The Town Council reserves the right to waive any procedures herein when it is judged by the Town Council to be in the best interest of the Town.

SECTION V – RESERVATION OF AUTHORITY.

The Town Council reserves the right to choose the resident(s) they feel are most qualified for appointment to be in the best interest of the Town.

SECTION VI - AMENDMENT PROCEDURE.

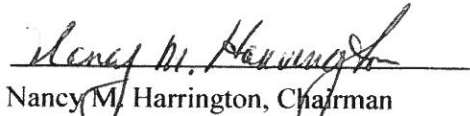
This Policy may, from time to time, be amended by a majority vote of the Town Council at a Regular Town Council meeting.


SECTION VII - EFFECTIVE DATE: October 10, 2013

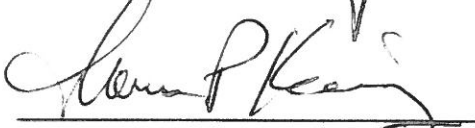
Amended: July 17, 2014


Upon adoption by the Town Council, this Policy shall take effect immediately.


Merrimack Town Council

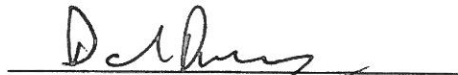

Nancy M. Harrington, Chairman


William W. Boyd, III, Councilor


Thomas P. Koenig, Councilor


Thomas J. Mahon, Vice Chair


Finlay C. Rothhaus, Councilor


Daniel Dwyer, Councilor

Lon S. Woods, Councilor

Becky Thompson

From: Paul Drone <pdrone72@gmail.com>
Sent: Friday, June 14, 2019 12:21 PM
To: Becky Thompson
Subject: Agricultural Commision Membership

Hi Becky,

Please accept this email as my formal request of reappointment to the Merrimack Agricultural Commission. I have enjoyed my first term of service and would like to stay on for an additional term. Thanks in advance for you consideration.

Paul Drone
32 Peter Road
Merrimack, NH 03054
603-321-2540

Becky Thompson

From: Gage Perry
Sent: Monday, June 17, 2019 8:47 AM
To: Becky Thompson
Subject: RE: Conservation Commission Membership

Good Morning Becky,

With the blessing of our Town Council, it is my intent to remain on the Merrimack Conservation Commission and continue to serve the Town of Merrimack.

Although the meetings and events diminish the time I can be outside, working on the MCC is a joyful and rewarding experience. Together, the members of the MCC, it's Subcommittees and the local volunteers are a dedicated and pro-active group. Continuing to work along side of these people is a privilege and I would like to remain in my role as a Merrimack Conservation Commissioner.

Thank you,
Gage Perry
603-670-3034
Merrimack Conservation Commission

Feel like taking a walk? Check out <http://www.merrimackoutdoors.org>

From: Becky Thompson
Sent: Monday, June 03, 2019 11:48 AM
To: Gage Perry
Subject: Conservation Commission Membership

Hi Gage,

Please see the attached.

Thank you!
Becky

Becky Thompson
Executive Secretary
Town of Merrimack
6 Baboosic Lake Rd.
Merrimack, NH 03054
bthompson@merrimacknh.gov<<mailto:bthompson@merrimacknh.gov>>
Phone: (603) 424-2331 | Fax: (603) 424-0461

June 6, 2019

Ms. Becky Thompson
Executive Secretary
Town of Merrimack
6 Baboosic Lake Road
Merrimack, NH 03054

Dear Becky,

Thank you for your letter advising me of the upcoming June 30, 2019 expiration date of my term on the Merrimack Conservation Commission.

I would be honored to be considered for reappointment for an additional term.

Sincerely,

Gina Rosati
15 Dunbarton Drive
Merrimack, NH 03054

Cc: Town Council Chairman Tom Koenig
Town Council Vice Chair Bill Boyd
Chairman Gage Perry

Becky Thompson

From: Tim Tenhave
Sent: Tuesday, May 14, 2019 7:35 AM
To: Becky Thompson
Cc: ConservationCommission; CommDev
Subject: Fwd: Alternate position on conservation commission

Sent from my iPhone

Begin forwarded message:

From: Eric Starr <ewstarr93@gmail.com>
Date: May 10, 2019 at 10:47:05 PM EDT
To: MerrimackOutdoors <MerrimackOutdoors@merrimacknh.gov>
Subject: Alternate position on conservation commission

My name is Eric Starr and I'm interested in applying for the currently vacant alternate position on the Conservation Commission. I've lived in Merrimack nearly my entire life, graduated from Saint Anselm College in 2017 with a degree in Environmental Science, and currently work as a scientist aide for Normandeau Associates, an environmental consulting firm in Bedford.

If the position is still available, I'd be interested in serving the remaining month or two of the term to see if I am a good fit for the conservation commission. Let me know if you'd like me to talk or see my resume.

Thanks,
Eric Starr

Becky Thompson

From: Gigi Jennings <gigij062@gmail.com>
Sent: Thursday, June 20, 2019 10:26 PM
To: Becky Thompson
Subject: Re: FW: Heritage Commission Membership

Yes, absolutely.

On Thu, Jun 20, 2019, 10:31 AM Becky Thompson <bthompson@merrimacknh.gov> wrote:

Hi Gigi,

Are you interested in being reappointed as a member of the Heritage Commission?

Please let me know either way.

Thank you,

Becky

Becky Thompson

Executive Secretary
Town of Merrimack
6 Baboosic Lake Rd.

Merrimack, NH 03054
bthompson@merrimacknh.gov

Phone: (603) 424-2331 | Fax: (603) 424-0461

From: Becky Thompson
Sent: Monday, June 17, 2019 4:11 PM
To: Gigi Jennings (gigij062@gmail.com)
Subject: Heritage Commission Membership

Hi Gigi,

Becky Thompson

From: Ralph Gerenz <rfgerenz@comcast.net>
Sent: Thursday, June 13, 2019 5:02 PM
To: Becky Thompson
Cc: Anita Creager
Subject: Reappointment to Heritage Commission Membership

To: Town of Merrimack

Attn: Committees

6 Baboosic Lake Road

Merrimack, NH 03054

From: Ralph F. Gerenz

10 Gauthier Road

Merrimack, NH 03054

Subject: Application to be Reappointed to another term as a Full Member of the Heritage Commission

Date: June 14, 2019

I have been an active member of the Merrimack Town Heritage Commission since my appointment in June of 2017.

I am currently serving as Vice President of the Merrimack Historical Society.

I have especially enjoyed meeting the owners of several Historical houses while delivering the Historical Home plaques.

If reappointed I will continue to serve actively and participate in the many on- going and new projects.

Ralph F Gerenz

R E C E I V E D

JUN 11 2019

June 11, 2019
6 High Noon Ave.
Merrimack, NH 03054

TOWN OF MERRIMACK
TOWN COUNCIL'S OFFICE

Ms. Becky Thompson, Executive Secretary
Town of Merrimack, NH
8 Baboosic Lake Rd.
Merrimack, NH 03054

Re: Parks and Recreation Committee Membership

Dear Becky,

Thank you for the letter of reminder that my term on the Parks and Recreation Committee is about to expire on June 30, 2019.

I would like to be considered for reappointment. I enjoy working with this group of volunteers. Presently, we have a great membership of diverse volunteers who are very committed to getting things done.

More importantly, working with Matt Casparius, the P& R Director, is the main reason I am interested in staying on this Committee. He is a dedicated and capable person who works very well with our "advisory" group. He has many wonderful ideas that he turns into "action" plans.

That is why I am still interested in staying on the Merrimack Parks and Recreation Committee. It is fun and good for the people of Merrimack!

Sincerely,



Laura K. Jaynes
Chairperson, P & R Committee

Becky Thompson

From: Lavoie, Christine M <CLavoie@uhc.com>
Sent: Tuesday, June 18, 2019 6:18 AM
To: Becky Thompson
Subject: RE: Parks and Recreation Committee Membership

Good Morning Becky,

I hope you're having a good day! I can't believe my term is up already. I would love to continue to work on the Parks and Recreation committee.

I think it's a great group trying to make a difference.

Can this email serve as a letter of intent?

Thanks,

Christine

From: Becky Thompson [<mailto:bthompson@merrimacknh.gov>]
Sent: Monday, June 17, 2019 4:10 PM
To: Lavoie, Christine M
Subject: Parks and Recreation Committee Membership

Hi Christine,

Please forgive me as I thought I already sent this to you!

Thank you,
Becky

Becky Thompson

Executive Secretary
Town of Merrimack
6 Baboosic Lake Rd.
Merrimack, NH 03054
bthompson@merrimacknh.gov
Phone: (603) 424-2331 | Fax: (603) 424-0461

This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

Becky Thompson

From: Robert Best <robertlbest@comcast.net>
Sent: Friday, June 7, 2019 8:42 PM
To: Becky Thompson
Subject: Re: Planning Board Membership

Hi Becky,

Please regard this email as an expression of my interest in being reappointed to the planning board. It has been an honor and privilege to serve, and if it's the will of the town council, I would be grateful for the opportunity to serve another term.

Regards,

Bob Best

On Jun 3, 2019, at 11:52 AM, Becky Thompson <bthompson@merrimacknh.gov> wrote:

Hi Bob,

Please see the attached.

Thank you,
Becky

Becky Thompson

Executive Secretary
Town of Merrimack
6 Baboosic Lake Rd.
Merrimack, NH 03054

bthompson@merrimacknh.gov

Phone: (603) 424-2331 | Fax: (603) 424-0461

<2019 Bob Best - Planning Board.pdf>

R E C E I V E D

JUN 07 2019

TOWN OF MERRIMACK
TOWN COUNCIL'S OFFICE

Town of Merrimack

Attention Committees

6 Baboosic Lake Road

Merrimack, NH 03054

To The Committees,

I am advised that my term on the Planning Board will expire on June 30, 2019. I have very much enjoyed my term, and if it is the wish of the Appointment Committee, the Chair of the Planning Board and of the Town Council, I would be delighted to offer my services for a further three year term.

Sincerely,



Alastair Millns

R E C E I V E D

Town of Merrimack
Attn: Committees
6 Baboosic Lake Road
Merrimack, NH 03054

MAY 13 2019

TOWN OF MERRIMACK
TOWN COUNCIL'S OFFICE

To Whom It May Concern,

I am writing to you today to inform you of my interest in joining the Merrimack Planning Board. My name is Paul F. McLaughlin Jr. and I have previously served on the Planning Board. I was a member of the Board for just over a year when I had to resign for personal reasons. However, during my membership I had a good rapport with the members, Chairman Best and had a solid attendance record. I hold a degree in Engineering, have been working in the Bio-pharmaceutical field for over 4 years, and have been a resident of the town for almost 30 years. I have served in various voluntary capacities from Merrimack Rotary Club to Families in Transition in Manchester. I hope with this letter you see to allowing me to serve the Town of Merrimack once again, and I look forward to hearing from you.

Sincerely,



Paul F. McLaughlin Jr.

C: 603-913-3691

E: Paulfmclaughlin1990@gmail.com

Bill Cummings
8 Huckleberry Lane
Merrimack, NH 03054
603-424-7100 (mobile)

Town of Merrimack
Attention: Committees
6 Baboosic Lake Road
Merrimack, NH 03054
Attn:

Dear Sir/Madam:

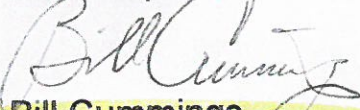
Good morning.

I am notifying you of my interest to continue participation as a volunteer on the **Town Center Committee** for another 3-year term.

Any questions, please contact me: 603-424-7100 or email:
spooky58@gmail.com.

Thank you.

With respect,


Bill Cummings

8 Huckleberry Lane
Merrimack, NH 03054
603-424-7100 (mobile)