



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: May 20, 2019

Date of Meeting: June 27, 2019

Submitted by: Sharon Marunicz, HR Coordinator

Department: General Government

Time Required: 15 minutes

Speakers: Diane Trippett or Brenda DuLong

Background Info. Supplied: Yes: ☒ No: ☐

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

Appointment: ☐

Recognition/Resignation/ ☒

Public Hearing: ☐

Retirement: ☐

New Business: ☐

Old Business: ☐

Nonpublic: ☐

Consent Agenda: ☐

Other: ☐

TITLE OF ITEM

Recognition of Retirement of Town Employee

DESCRIPTION OF ITEM

The Town Council will present an award (plaque) to Nancy Deslauriers in recognition of her retirement after 21 years of full-time service with the Town of Merrimack Town Clerk/Tax Collector's Office. Nancy is retiring on June 29, 2019

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

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APPROVAL

Town Manager: Yes ☐ No: ☐

Chair/Vice Chair: Yes ☐ No: ☐

Hold for Meeting Date: _____