



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: October 23, 2019
Submitted by: Town Manager Eileen Cabanel
Department:
Speakers: Eileen Cabanel

Date of Meeting: November 7, 2019
Time Required: 20 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

Review of 2020/21 Budget Schedule

DESCRIPTION OF ITEM

The Town Council to review the 2020/21 budget 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:	<u>Eileen Cabanel</u>	Address:	<u>6 Baboosic Lake Road</u>
Phone Number:	<u>424-2331</u>	Email Address:	<u>ecabanel@merrimacknh.gov</u>

APPROVAL

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

Hold for Meeting Date: _____

**2020-21 Town Meeting & Budget Schedule
Wednesday/Thursday**

Date	Description of Activity
November 2019	
November 7 7:00 PM	Regular Council Meeting
November 21 7:00 PM	Regular Council Meeting
December 2019	
December 5	Budget to Council
December 5 7:00 PM	Regular Council Meeting
December 19 7:00 PM	Regular Council Meeting
December 31	Post Public hear for any Charter Amendments (7 clear Days)
January 2020	
January 8 6:00 PM	Budget Meeting – Welfare, Community Development, Communications, Police, Police Detail, Fire, Code Enforcement
January 9	Town Council to hold a Public hearing on any Charter changes
January 9 7:00 PM	Regular Council Meeting
January 15 - 6:30 PM	Budget Meeting – Library, Solid Waste Disposal, Highway, Equipment Maintenance, Wastewater Treatment Fund, Buildings and Grounds, Public Works Administration
January 16 - 6:30PM	Budget Meeting - Assessing, Town Clerk/Tax Collector, Parks and Recreation, Summer Day Camp, Media, General Government, Proposed Issuance of Debt, Revenues (<i>Town Council to Discuss the Next Steps in the Budget Process</i>)
January 16	Last day for Town Council to submit any Charter Amendments to Town Clerk in accordance with RSA 49-B:5
January 22- 6:30 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 23 7:00 PM	Regular Council Meeting
January 26	Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a with Attorney Certification
January 29- 6:30 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 30- 6:30 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 31	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 4 th for February 13 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

**2020-21 Town Meeting & Budget Schedule
Wednesday/Thursday**

Date	Description of Activity
	<ul style="list-style-type: none"> • Other Petitioned Warrant Articles
	February 2020
February 5	Post notice of February 13th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a))
February 5	Publish notice of 1 st & 2 nd Session of Annual Meeting in a newspaper of general circulation.
February 7	Last date to file Petitioned Bonds (over \$100,000) governed by RSA 33:8-a (RSA 40:13, II-b (b))
February 11	Last day to post notice of February 18th budget hearing (last day to hold public hearing)
February 11	Last date to file petitioned Warrant Articles, Petitioned Bonds (under \$100,000) (RSA 40:13, II-b (b)) Last day to file petition warrant articles provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, February 8 {RSA 39:3; and 40:13, II b(b)} and finalize and submit Collective Bargaining Agreements “cost items” [RSA 40:13, II-c(b) and RSA 273-A:1, III]
February 13 7:00 PM	Regular Council Meeting
February 13 th 7:00 PM	Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2020-21 Proposed Operating Budget • Collective Bargaining Agreement(s) – no changes can be made, too late (2/12) • Proposed Issuance of Debt • Petitioned Bonds Review of Default Budget
February 14	Finalized Operating Budget and Town Warrant left at Town Council Chambers for Council signature.
February 14	Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.
February 18	Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))
February 18	Last day to hold public hearing on bond or note issue over \$100,000 – No earlier than 60 days before first session. RSA 33:8 (a), I; RSA 40:13, II-b (c)
February 20	Town Warrant/Budget booklet printed.
February 20	Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA.

**2020-21 Town Meeting & Budget Schedule
Wednesday/Thursday**

Date	Description of Activity
February 24	Town Warrant, Form MS-636, and Default Budget posted at place of Annual Meeting and at least one other public place (RSA 39:5 / RSA 32:5 / RSA 40:13, II-b (d))
February 24	Deadline for posting Warrant and Budget
February 27- 7:00 PM	Regular Council Meeting
February 26- March 6 at 5:00PM	Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)
March 2020	
March 5	Post Agenda for Town Council's Special Session immediately following Deliberative
March 5	Annual Report documents submitted to the printer.
March 5	Town Warrant, Budget Booklet must be available to the public (RSA 31:95, 41:14, 40:13, II-b (d))
March 6	School Deliberative Session
March 7	School Deliberative Session IF NEEDED (Snow Date)
March 11 7:00 PM	Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)
March 11	Last day for the town to receive word the Charter Amendment was accepted; must hold vote to put on the ballot within 7 days of acceptance from State (2 weeks prior to ballot vote), so really we need word from the State by Febr. 14th to get it on the ballot
March 12– 7:00 PM	Regular Council Meeting
March 13 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 26 – 7:00 PM	Regular Council Meeting
March 30	Last day to hold public hearing on question of establishing a special revenue fund. Hearing must be held at least 15 but not more than 30 days prior to meeting where question will be voted on. [RSA 31:95-d, I (b)]
Town Clerk	Post Sample Ballot at all polling places and at the Town Clerk's Office
April 2020	
April 7	Annual Report (including Town Warrant and budget information) must be printed and available to the public no later than 7 days prior to the Annual Meeting. [RSA 32:5, VII]

**2020-21 Town Meeting & Budget Schedule
Wednesday/Thursday**

Date	Description of Activity
April 14	Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C)
April 17	Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30)
April 21	Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII.
April 17	Council considers Default Budget or special Town meeting (if necessary)
April 17	Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds.
April 21	Final day for Candidates to remove all political advertising (RSA 664:1, 17 and RSA 40:13, VII) 2 nd Friday after election
April 29	TC/TC and Finance to mail Town Meeting minutes, Annual Report, and Form MS-232 to DRA RSA 21-J:34 (w/in 20 days of close of meeting)

Reviewed by:

- _____ Diane Trippett, Town Clerk/Tax Collector
- _____ Paul Micali, Finance Director
- _____ Eileen Cabanel, Town Manager
- _____ Tom Koenig, Town Council Chairman
- _____ Matt Upton, Esq., Town Legal Counsel (Keri Roman)