



# 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: November 25, 2019  
Submitted by: Town Manager Eileen Cabanel and  
Finance Director Paul T. Micali  
Department:  
Speakers:

Date of Meeting: December 5, 2019  
Time Required: 30 minutes  
Background Info. Supplied: Yes:  No:

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

|                        |                                     |   |                          |
|------------------------|-------------------------------------|---|--------------------------|
| Appointment:           | <input type="checkbox"/>            | Recognition/Resignation/<br>Retirement: | <input type="checkbox"/> |
| <b>Public Hearing:</b> | <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

Presentation of Proposed 2020/2021 Town Manager Budget

## DESCRIPTION OF ITEM

Town Manager will present her recommended 2020/2021 budget to the Town Council.

## 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: \_\_\_\_\_