



# 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: December 12, 2019  
Submitted by: Finance Director Paul T. Micali  
Department:  
Speakers:

Date of Meeting: December 19, 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"/>
<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

Town Council Budget Schedule Revision Discussion

## DESCRIPTION OF ITEM

The Town Council to consider revising the 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>Paul T. Micali</u>	Address:	<u>8 Baboosic Lake Road</u>
Phone Number:	<u>424-7075</u>	Email Address:	<u>pmicali@merrimacknh.gov</u>

## APPROVAL

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:   
Hold for Meeting Date: \_\_\_\_\_

# Memo



TO: Town Council  
 ATTN: Town Manager Eileen Cabanel  
 FROM: Finance Director Paul T. Micali  
 DATE: December 14, 2019

RE: **Budget Schedule**

At the last Town Council meeting I was asked to look at revising the Budget schedule for January. I have come up with two options:

1. This is the easiest option. We do nothing and leave the schedule alone
2. We have a budget hearings on January 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>. Deliberations would begin on January 29<sup>th</sup> if no snow dates.

## Option 1

January 8 6:30 PM	<b>Budget Meeting</b> – Library, Solid Waste Disposal, Highway, Equipment Maintenance, Wastewater Treatment Fund, Buildings and Grounds, Public Works Administration
January 9	<b>Town Council to hold a Public hearing on any Charter changes</b>
January 9 7:00 PM	<b>Regular Council Meeting</b>
January 15 - 6:30 PM	<b>Budget Meeting</b> –Community Development, Parks and Recreation, Summer Day Camp , Communications, Police, Police Detail, Fire, Code Enforcement
January 16 - 6:30PM	<b>Budget Meeting - (Town Council to Discuss the Next Steps in the Budget Process)</b>
January 16	<b>Last day for Town Council to submit any Charter Amendments to Town Clerk in accordance with RSA 49-B:5</b>
January 22- 6:30 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 23 7:00 PM	<b>Regular Council Meeting</b>
January 29	<b>Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a with Attorney Certification</b>
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 <sup>th</sup> for February 13 <sup>th</sup> Council Meeting (RSA 33:8-a, I / RSA 32:5, I / RSA 21:35) <ul style="list-style-type: none"> <li>• Budget Hearing</li> <li>• Collective Bargaining Agreement</li> <li>• Proposed Issuance of Debt</li> <li>• Petitioned Bonds</li> <li>• Other Petitioned Warrant Articles</li> </ul>

## Option 2

January 8 6:30 PM	<b>Budget Meeting</b> - Assessing, Town Clerk/Tax Collector, Media, Fire, Code Enforcement, General Government, Revenues
January 9	<b>Town Council to hold a Public hearing on any Charter changes</b>
January 9 7:00 PM	<b>Regular Council Meeting</b>
January 15 - 6:30 PM	<b>Budget Meeting</b> – Welfare, Library, Parks and Recreation, Summer Day Camp , Communications, Police, Police Detail
January 16 - 6:30PM	<b>Budget Meeting</b> – Snow Date
January 16	<b>Last day for Town Council to submit any Charter Amendments to Town Clerk in accordance with RSA 49-B:5</b>
January 22- 6:30 PM	<b>Budget Meeting</b> – Community Development , Solid Waste Disposal, Highway, Equipment Maintenance, Buildings and Grounds, Public Works Administration, Wastewater Treatment Fund, Proposed Issuance of Debt
January 23 7:00 PM	<b>Regular Council Meeting</b>
January 29	<b>Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a with Attorney Certification</b>
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 <sup>th</sup> for February 13 <sup>th</sup> Council Meeting ( <b>RSA 33:8-a, I / RSA 32:5, I / RSA 21:35</b> ) <ul style="list-style-type: none"> <li>• Budget Hearing</li> <li>• Collective Bargaining Agreement</li> <li>• Proposed Issuance of Debt</li> <li>• Petitioned Bonds</li> <li>• Other Petitioned Warrant Articles</li> </ul>