



# 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: February 11, 2020 Date of Meeting: February 27, 2020

Submitted by: Sharon Marunicz, HR Coordinator Time Required: 15 minutes

Department: General Government Background Info. Yes:  No:

Speakers: Supplied:  No:

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

Appointment: <input type="checkbox"/>	Recognition/Resignation/Retirement: <input checked="checked" type="checkbox"/>
<b>Public Hearing:</b> <input type="checkbox"/>	Old Business: <input type="checkbox"/>
New Business: <input type="checkbox"/>	Consent Agenda: <input type="checkbox"/>
Nonpublic: <input type="checkbox"/>	Other: <input type="checkbox"/>

### TITLE OF ITEM

Recognition of Town Employee for Years of Service to the Town - Resignation

### DESCRIPTION OF ITEM

The Town Council will present an award to Maureen Covell in recognition of her resignation after more than 20 years of full-time service with the Town of Merrimack in first the Town Clerk/Tax Collector's Office, then the Assessing Department. August 16, 1999 - December 27, 2019. She will be awarded with a plaque.

### 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: <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: Sharon Marunicz Address 6 Baboosic Lake Road

Phone Number 603-424-2331 Email Address smarunicz@merrimacknh.gov

### APPROVAL

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

Hold for Meeting Date: \_\_\_\_\_