



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 9, 2020	Date of Meeting: November 19, 2020
Submitted by: HR Coordinator Sharon Marunicz	
Department: General Government	Time Required: 30 minutes
Speakers:	Background Info. Supplied: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>

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

Appointment:	<input type="checkbox"/>	Recognition/Resignation /Retirement:	<input checked="" type="checkbox"/>
Public Hearing:	<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 Full-time Years of Service of Town Employees

DESCRIPTION OF ITEM

The Town Council will present recognition awards to the following Town Employees:
 Xenia Simpson - Purchasing Agent/Accountant- 20-year plaque (DOH: 6/12/2000);
 Jacob Stevens - Equipment Operator I - 20-year plaque (DOH: 8/21/2000)
 Brian Friolet - Equipment Maintenance Foreman - 35-year lamp (DOH: 5/6/1985)

REFERENCE (IF KNOWN)

RSA:	Warrant Article:
Charter Article:	Town Meeting:
Other: 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:	Email Address:

APPROVAL

Town Manager:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Chair/Vice Chair:	Yes <input type="checkbox"/> No: <input type="checkbox"/>
Hold for Meeting Date: _____			