



# 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 23, 2020  
Submitted by: Town Manager Eileen Cabanel and  
Finance Director Paul T. Micali  
Department:  
Speakers:

Date of Meeting: December 3, 2020  
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/<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

Review of 2021/2022 Budget Schedule

## DESCRIPTION OF ITEM

The Town Council to review the 2021/22 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: \_\_\_\_\_

**2021-22 Town Meeting & Budget Schedule**  
**Wednesday/Thursday**

| Date                         | Description of Activity   |
|------------------------------|---|
| <b>November 2020</b>         |   |
| November 5<br>7:00 PM        |   |
| November 19<br>7:00 PM       | <b>Regular Council Meeting</b>  |
| <b>December 2020</b>         |   |
| December 3<br>7:00 PM        | <b>Regular Council Meeting</b>  |
| December 17                  | Budget to Council   |
| December 17<br>7:00 PM       | <b>Regular Council Meeting</b>  |
| December 31                  | <b>Post Public hearing for any Charter Amendments (7 clear Days)</b><br><b>With text of the amendment and an explanation</b>  |
| <b>January 2021</b>          |   |
| January 7<br>6:30 PM         | <b>Budget Meeting</b> - Assessing, Town Clerk/Tax Collector, Media, Fire, Code Enforcement, General Government, Revenues  |
| January 7                    | <b>Town Council to hold a Public hearing on any Charter changes (if necessary)</b>  |
| January 13 -<br>6:30 PM      | <b>Budget Meeting</b> – Welfare, Library, Parks and Recreation, Summer Day Camp, Communications, Police, Police Detail  |
| January 14<br>7:00 PM        | <b>Regular Council Meeting</b>  |
| January 14                   | <b>Last day for Town Council to submit report of the final language of the Charter Amendments along with opinion by Town counsel of legality to Town Clerk in accordance with RSA 49-B:5</b>  |
| January 20<br>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 21 -<br>6:30 PM      | <b>Snow Date</b>  |
| January 27 -<br>6:30 PM      | <b>Snow Date</b>  |
| January 28<br>7:00 PM        | <b>Regular Council Meeting</b>  |
| January 28-<br>6:30 PM       | Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date   |
| January 24<br>(w/in 10 days) | <b>Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a with Attorney Certification</b> <ul style="list-style-type: none"> <li>• <b>Certified copy of the language</b></li> <li>• <b>Name and address of the clerk</b></li> <li>• <b>Sent to SOS, AG and Commissioner of DRA</b></li> </ul>                         |
| January 28                   | Submit Following Public Notices to newspaper(s) of general circulation to be published on February 3rd for February 11 <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> </ul> |



**2021-22 Town Meeting & Budget Schedule**  
**Wednesday/Thursday**

| Date                   | Description of Activity   |
|------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• Petitioned Bonds</li> <li>• Other Petitioned Warrant Articles</li> </ul>   |
| <b>February 2021</b>   |   |
| February 3             | Post notice of February 11th Public Hearings at Post Office, Library, and Town Hall. <b>(RSA 32:5, I / RSA 40:13, II-b (a))</b><br>Public notice shall be given at least 7 days in advance (7 clear days); RSA 32:5   |
| February 4             | Publish notice of 1 <sup>st</sup> & 2 <sup>nd</sup> Session of Annual Meeting in a newspaper of general circulation.  |
| February 5             | Last date to file Petitioned Bonds (over \$100,000) governed by RSA 33:8-a (RSA 40:13, II-b (b))  |
| February 9             | Last date to file petitioned Warrant Articles, if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, February 5 {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 11<br>7:00 PM | <b>Regular Council Meeting</b>  |
| February 11<br>7:00 PM | Public Hearings will be held for the following items: <ul style="list-style-type: none"> <li>• 2020-21 Proposed Operating Budget</li> <li>• Collective Bargaining Agreement(s) – no changes can be made, too late (2/12)</li> <li>• Proposed Issuance of Debt</li> <li>• Petitioned Bonds</li> </ul> Review of Default Budget |
| February 12            | Finalized Operating Budget and Town Warrant left at Town Council Chambers for Council signature.  |
| February 12            | Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.   |
| February 16            | Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))   |
| February 16            | 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 18            | Town Warrant/Budget booklet printed.  |
| February 18            | Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA.   |
| February 22            | 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 22            | Deadline for posting Warrant and Budget<br>Deadline for posting copies of Charter Amendment language (if approved by State) at clerk’s office for public to take and posted in two public places <b>and in</b>  |

**2021-22 Town Meeting & Budget Schedule  
Wednesday/Thursday**

| Date                                 | Description of Activity   |
|--------------------------------------|---|
|                                      | local newspaper.  |
| February 25-<br>7:00 PM              | <b>Regular Council Meeting</b>  |
| February 24-<br>March 5 at<br>5:00PM | Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)  |
| <b>March 2021</b>                    |   |
| March 5                              | Post Agenda for Town Council's Special Session immediately following Deliberative   |
| March 5                              | Annual Report documents submitted to the printer.   |
| March 9                              | School Deliberative Session   |
| March 11                             | School Deliberative Session IF NEEDED (Snow Date)   |
| March 10<br>7:00 PM                  | <b>Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)</b>   |
| March 11–<br>7:00 PM                 | <b>Regular Council Meeting</b>  |
| March 12<br>7:00 PM                  | Continuation of Deliberative Session – IF NEEDED (Snow Date)  |
| March 25 –<br>7:00 PM                | <b>Regular Council Meeting</b>  |
| March 10 (45<br>days)                | <b>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 Feb. 11<sup>th</sup> to get it on the ballot</b> |
| March 29                             | 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   |
| <b>April 2021</b>                    |   |
| April 6                              | 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]   |
| April 13                             | <b>Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C)</b>  |
| April 16                             | Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30)   |
| April 16                             | Charter Amendment: If passed, Town Clerk prepares and signs 2 certifications containing amendment language and that it was approved at Town Meeting and file one copy with SOS and keep one copy with Town Clerk  |
| April 20                             | Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII).   |
| April 16                             | Council considers Default Budget or special Town meeting (if necessary)   |



**2021-22 Town Meeting & Budget Schedule**  
**Wednesday/Thursday**

| <b>Date</b> | <b>Description of Activity</b>  |
|-------------|---|
| April 16    | Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds.<br><b>Within 10 days of vote</b>     |
| April 23    | Final day for Candidates to remove all political advertising (RSA 664:1, 17 and RSA 40:13, VII) 2 <sup>nd</sup> Friday after election |
| April 28    | 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)