



# 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: September 10, 2021	Date of Meeting: September 23, 2021
Submitted by: Sharon Marunicz, HR Director	Time Required: 15 minutes
Department: General Government	Background Info. Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Speakers: Interim Fire Chief Richard Harris	Supplied:

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

Appointment: <input type="checkbox"/>	Recognition/Resignation/Retirement: <input checked="" type="checkbox"/>
<i>Public Hearing:</i> <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 Retirement of Employee

### DESCRIPTION OF ITEM

The Town Council will present an award to Fire Chief Matthew J. Duke in recognition of his retirement after almost 23 years of full-time service with the Town of Merrimack Fire & Rescue Department. Matt retired on July 31, 2021. He 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: <b>Sharon Marunicz</b>	Address: <b>6 Baboosic Lake Road</b>
Phone Number: <b>603-424-2331</b>	Email: <b>smarunicz@merrimacknh.gov</b>

### APPROVAL

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



PRESENTED TO

*Fire Chief Matthew J. Duke*

UPON THE OCCASION OF YOUR RETIREMENT IN  
RECOGNITION OF THE LOYAL AND  
DEDICATED FULL-TIME SERVICE WHICH YOU  
HAVE CONTRIBUTED FOR ALMOST 23 YEARS TO  
THE MERRIMACK FIRE & RESCUE DEPARTMENT.

YOUR DEDICATION AND DEVOTION TO DUTY HAS BEEN A  
TREMENDOUS ASSET TO THE TOWN OF MERRIMACK.

WE WISH TO EXTEND TO YOU OUR SINCERE APPRECIATION  
FOR YOUR OUTSTANDING PERFORMANCE OF DUTY.

November 23, 1998 – July 31, 2021

PRESENTED BY THE MERRIMACK TOWN COUNCIL AND  
TOWN MANAGER