



# 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 8, 2022  
 Submitted by: Town Manager Paul T. Micali  
 Department: General Government  
 Speakers:

Date of Meeting: November 17, 2022  
 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

Review of 2022/2023 Budget Schedule

## DESCRIPTION OF ITEM

The Town Council to review the 2022/23 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 Micali</u>	Address:	<u>6 Baboosic Lake Road</u>
Phone Number:	<u>603-424-2331</u>	Email Address:	<u>pmicali@merrimacknh.gov</u>

## APPROVAL

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

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

**2023-24 Town Meeting & Budget Schedule  
Wednesday/Thursday**

<b>Date</b>	<b>Description of Activity</b>
<b>November 2022</b>	
November 17 7:00 PM	<b>Regular Council Meeting</b>
<b>December 2022</b>	
December 1 7:00 PM	<b>Regular Council Meeting</b>
December 15	Budget to Council
December 15 7:00 PM	<b>Regular Council Meeting</b>
<b>December 28</b>	<b>Post Public hearing for any Charter Amendments (7 clear Days) With text of the amendment and an explanation</b>
<b>January 2023</b>	
January 5 6:30 PM	<b>Budget Meeting</b> - Assessing, Town Clerk/Tax Collector, Media, Communications, Police, Police Detail, Community Development, General Government, Revenues
<b>January 5</b>	<b>Town Council to hold a Public hearing on any Charter changes (if necessary)</b>
January 12 7:00 PM	<b>Regular Council Meeting</b>
January 13	<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 18 6:30 PM	<b>Budget Meeting</b> – Solid Waste Disposal, Highway, Equipment Maintenance, Buildings and Grounds, Public Works Administration, Wastewater Treatment Fund
January 19 - 6:30 PM	<b>Budget Meeting</b> – Welfare, Library, Parks and Recreation, Summer Day Camp, Fire, Code Enforcement, Proposed Issuance of Debt
January 25 6:30 PM	If needed, Snow Date - Finalize recommended Operating Budget and Special Warrant Articles (if necessary)
January 26 7:00 PM	<b>Regular Council Meeting</b>
January 31 - 6:30 PM	If needed, Snow Date - Finalize recommended Operating Budget and Special Warrant Articles (if necessary)
January 23 (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 27	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 1 <sup>st</sup> for February 10 <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>

**2023-24 Town Meeting & Budget Schedule  
Wednesday/Thursday**

Date	Description of Activity
	<b>February 2023</b>
February 1	Post notice of February 9th Public Hearings at Post Office, Library, and Town Hall. <b>(RSA 32:5, I / RSA 40:13, II-b (a))</b> <b>Public notice shall be given at least 7 days in advance (7 clear days); RSA 32:5</b>
February 2	Publish notice of 1 <sup>st</sup> & 2 <sup>nd</sup> Session of Annual Meeting in a newspaper of general circulation.
February 3	Last date to file Petitioned Bonds (over \$100,000) governed by RSA 33:8-a (RSA 40:13, II-b (b))
February 14	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 4 {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 9 7:00 PM	<b>Regular Council Meeting</b>
February 9 7:00 PM	Public Hearings will be held for the following items: <ul style="list-style-type: none"> <li>• 2023-24 Proposed Operating Budget</li> <li>• Collective Bargaining Agreement(s) – no changes can be made, too late (2/8)</li> <li>• Proposed Issuance of Debt</li> <li>• Petitioned Bonds</li> </ul> Review of Default Budget
February 10	Finalized Operating Budget and Town Warrant left at Town Council Chambers for Council signature.
February 10	Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.
February 21	Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))
February 21	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 17	Town Warrant/Budget booklet printed.
February 17	Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA.
February 27	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))

**2023-24 Town Meeting & Budget Schedule  
Wednesday/Thursday**

<b>Date</b>	<b>Description of Activity</b>
<b>February 27</b>	Deadline for posting Warrant and Budget 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 and in local newspaper.
February 23- 7:00 PM	<b>Regular Council Meeting</b>
February 22- March 3 at 5:00PM	Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)
<b>March 2023</b>	
March 3	Post Agenda for Town Council's Special Session immediately following Deliberative
March 3	Annual Report documents submitted to the printer.
March TBD	School Deliberative Session
March TBD	School Deliberative Session IF NEEDED (Snow Date)
March 8 7:00 PM	<b>Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)</b>
March 9– 7:00 PM	<b>Regular Council Meeting</b>
March 10 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 23 – 7:00 PM	<b>Regular Council Meeting</b>
<b>March 9 (45 days)</b>	<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>
<b>March 26</b>	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)]
<b>April 3</b>	Post Sample Ballot at all polling places and at the Town Clerk's Office ( <b>RSA 40:13, II</b> ).
<b>April 2023</b>	
April 3	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 11	<b>Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C)</b>
April 14	Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30)
April 14	Charter Amendment: If passed, Town Clerk prepares and signs 2 certifications containing amendment language and that it was approved at

**2023-24 Town Meeting & Budget Schedule  
Wednesday/Thursday**

<b>Date</b>	<b>Description of Activity</b>
	Town Meeting and file one copy with SOS and keep one copy with Town Clerk
April 18	Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII).
April 14	Council considers Default Budget or special Town meeting (if necessary)
April 14	Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds. Within 10 days of vote
April 21	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
- Thomas Boland, Finance Director
- Paul Micali, Town Manager
- Finlay Rothhuas, Town Council Chairman
- Matt Upton, Esq., Town Legal Counsel (Keri Roman)

DRAFT