



# 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: June 18, 2014  
Submitted by: Town Council Vice Chair Nancy Harrington  
Department:  
Speakers:

Date of Meeting: June 26, 2014  
Time Required: 5 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

Declaration of Town Council Vacancy

## DESCRIPTION OF ITEM

The Town Council to officially declare the vacancy left by the passing of David G. Yakuboff, Sr., pursuant to Charter Article 4-5.

## REFERENCE (IF KNOWN)

RSA:		Warrant Article:	
Charter Article:	4-5	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>Nancy Harrington</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number		Email Address	<u>nharrington@merrimacknh.gov</u>

## APPROVAL

Town Manager:	Yes <input type="checkbox"/>	No: <input type="checkbox"/>	Chair/Vice Chair:	Yes <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
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**C. Incompatible Positions**

No Councilor shall, while serving a term, be eligible to hold any other Town position of remuneration. No Councilor, while serving a term, nor former Councilor, who has been out of office less than one (1) year, shall be appointed as "acting town manager."

**D. Incompatible Offices**

Except as otherwise provided in this Charter, members of the Council shall not hold any office or employment with the Town. Former members of the Council shall not be eligible for appointment as a compensated Town officer or employee until one (1) year after the expiration of the term of office for which the Councilor was elected.

**4-5 VACANCIES**

In case a vacancy occurs in the Town Council for any reason, the remaining Town Councilors shall, by majority vote, appoint an acting Town Councilor from among persons eligible to hold the vacant office, to serve until the next regular Town election, at which point the vacancy shall be filled by election for the remainder of the unexpired term, provided, however, that, if the vacancy occurs fewer than ninety (90) days prior to the next regular Town election, the vacancy shall not be filled by appointment, but shall be filled at the next regular Town election.

The Town Council shall act to fill a vacancy no later than twenty-one (21) days after the vacancy has been officially declared. The person so appointed shall be sworn and commence to serve forthwith.

**4-6 COMPENSATION AND EXPENSES**

The Town Council shall establish an annual salary and expense allowance for its members, subject to the following:

No increase in such salary or expense allowance shall be effective unless it shall have been adopted by a vote of five (5) Town Councilors.

The new salary and expense schedule shall be included in the next Town budget process, and shall take effect in the fiscal period to which that budget applies.

No Councilor in office at the time the new schedule is adopted shall receive any benefit of the new schedule during the remainder of the Councilor's then-current term of office.

Notwithstanding the foregoing, any decrease in such salary and expenses shall be adopted by a majority vote and take effect immediately and apply to all Councilors holding office at the time the decrease is adopted.

**4-7 EXERCISE OF POWERS / MEETINGS / RULES OF PROCEDURE**

**A. Exercise of Powers**

Except as otherwise prohibited by New Hampshire State Law or this Charter, the powers of the Council may be exercised in a manner it so determines.

for 6/26/14

Nancy,

I wanted to check with you regarding the process of filling the vacant seat on the council. Sorry about sending it to the whole council but I'm not real swift with sending scanned documents. Obviously anyone can chime in.

June 26- scheduled council meeting-

1. Officially announce vacancy
  - Allow 2 weeks (until July 10th) to allow those requesting to fill the acting town council position to send letters of interest
2. Appoint vice chair (vice chair automatically becomes chair unless she doesn't want it.)

July 14th and July 15th( if needed)- Matt Upton recommends:

1. conduct a candidates forum
  - a. Prepare a list of 10-15 questions to ask each candidate
  - b. Deliberate on the suitability of the candidates (no negative comments only focus on the positive) .This MUST be done in public.
  - c. change scheduled council meeting from the 24th of July to the 17th in order to meet the 21 day timeframe

July 17th- new regularly scheduled council meeting

1. appoint acting town councilor
2. swear in acting town councilor
3. seat new acting town councilor

The message is ready to be sent with the following file or link attachments:

SKMBT\_C754e14061611310.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.