



## **Important Dates for Local Officials 2018**

### **2018 SB 2 MARCH TOWN MEETING**

#### ***November 2017***

##### **Monday, November 13, 2017**

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2018 town meeting. [RSA 675:4; 40:13, VII].

#### ***December 2017***

##### **Tuesday, December 5, 2017**

Last day for voters to present application to select board to call special town meeting prior to annual meeting if your deliberative session is held on the first Saturday. Petition must be received no later than 60 days before the next annual meeting, so deadline depends on date of First Session. Number of petitioners required depends on size of town. [RSA 39:3; 40:13, III].

##### **Wednesday, December 13, 2017**

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2018 town meeting. [RSA 675:4; 40:13, VII].

#### ***January 2018***

##### **Thursday, January 4, 2018**

Last day to post and publish notice for first hearing on January 15 for proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3, :7]

##### **Friday, January 5, 2018**

Last day for voters to petition select board to include an article in the warrant proposing a bond governed by RSA 33:8-a. [RSA 40:13, II-a(b)]

##### **Tuesday, January 9, 2018**

Last day for select board to publish notice of time, place and subject of public hearing on bond or note issue over \$100,000. Hearing must be held at least 15 days but not more than 60 days before First Session. [RSA 40:13, II-a(a); 33:8-a, I]

##### **Tuesday, January 9, 2018**

Last day for giving notice of January 16 public hearing on annual budget. [RSA 32:5, I; 40:13, II-a (a)]



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### 2018 SB 2 MARCH TOWN MEETING

#### **Tuesday, January 9, 2018**

Last day for voters to petition select board to include an article in the town meeting warrant, provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, January 5. [RSA 39:3; 40:13, II-a(b)]

#### **Tuesday, January 9, 2018**

Budget submission date for collective bargaining. Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [RSA 40:13, II-a (b); 273-A:1, III]

#### **Friday, January 12, 2018**

Last day for governing body to vote to extend polling hours at March 13 elections. [RSA 659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

#### **Monday, January 15, 2018**

Last day to hold first public hearing by Planning Board on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated, since final proposal must be included in warrant and posted by January 29. [RSA 675:3] (See note for January 29. It is strongly recommended that first hearing be held before this date.)

#### **Tuesday, January 16, 2018**

Last day to hold at least one public hearing on annual budget. [RSA 32:5, I and V; 40:13, II-a (c)]

#### **Tuesday, January 16, 2018**

Last day to hold public hearing on bond or note issue over \$100,000. Hearing can be held no earlier than 60 days before First Session. [RSA 33:8-a, I; 40:13, II-a (c)]

#### **Tuesday, January 16, 2018**

Last day to publish notice of January 23 session for correction of the checklist (required on day before opening of candidate filing period). Notice must be posted in 2 appropriate places one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 654:27; 669:5]

#### **Thursday, January 18, 2018**

Last day to post and publish notice for last hearing on January 29 for proposed adoption or amendment of zoning ordinance, historic district ordinance or building code. [RSA 675:7.]



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#### **Saturday, January 20, 2018**

Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway if the First Session is to be held on February 3. Notice must be given no later than 14 days before First Session. [RSA 231:43; 40:13, III].

#### **Saturday, January 20, 2018**

If the session to correct the checklist will be on January 27, this is the last day to post and publish newspaper notice of the day, hour and place. Notice must be posted in 2 appropriate places one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [HB 1468, amending RSA 654:27 - :28; RSA 669:5]

#### **Tuesday, January 23, 2018**

Supervisors must hold a session from 7 to 7:30 p.m. to correct the checklist on day before opening of candidate filing period. [RSA 669:5; 654:27]

#### **Wednesday, January 24, 2018**

First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; 652:20; 40:13, VII]

#### **Thursday, January 25, 2018**

Last day for the official budget committee (if adopted in the town) to deliver copies of the final budget and recommendations to the governing body. [RSA 32:16, IV; 40:13, II-a(c)]

#### **Saturday, January 27, 2018**

If the First Session (deliberative session) of your meeting falls on February 3, this is the date the supervisors meet to correct the checklist, for no fewer than 30 minutes. Checklist to be posted by midnight on February 2. If the First Session is on February 10, the supervisors meet on February 3. [RSA 669:5; 654:27-:28]

#### **Saturday, January 27, 2018**

If the session to correct the checklist will be on February 3 in your town, this is the last day to post and publish newspaper notice of the day, hour and place. Notice must be posted in 2 appropriate places one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 669:5; 654:27-:28; 40:13, II-d]



## Important Dates for Local Officials 2018

### 2018 SB 2 MARCH TOWN MEETING

#### **Monday, January 29, 2018**

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code, because any proposed ordinance or amendment must be included in warrant, which must be posted today. [NOTE: For this reason, it is strongly recommended that the final hearing be held before this date.]

Planning board must also determine final form. An official copy of any final proposal must be placed on file in the town clerk's office not later than the fifth Tuesday before town meeting (town meeting is March 13, fifth Tuesday before is February 6). [RSA 675:3]

#### **Monday, January 29, 2018**

Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour for each of the two separate sessions. For the Second Session, the warrant shall also state the hour of the election, hour polls open and close, and which items are to be voted on by ballot. [RSA 40:13, II and II-a (d)]

#### ***February 2018***

#### **Friday, February 2, 2018**

Last day for filing declaration of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19; 652:20; 40:13, VII]

#### **Friday, February 2, 2018**

Last day for party caucus to nominate candidates for town office in towns using partisan system. [RSA 669:39; 40:13, VII]

#### **Saturday, February 3, 2018**

Earliest date to hold First Session of town meeting. Governing body sets date. [RSA 40:13, III]

#### **Saturday, February 3, 2018**

If the First Session of your meeting falls on February 10, this is the date the supervisors meet to correct the checklist, for no fewer than 30 minutes. Checklist to be posted by midnight on February 9. [RSA 669:5; 654:27-:28]

#### **Tuesday, February 6, 2018**

Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at town clerk's office. [RSA 675:3, V.] (See entry for January 29 above—must be ready by that date.)



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### 2018 SB 2 MARCH TOWN MEETING

#### **Saturday, February 10, 2018**

Last day to hold First Session of town meeting. [RSA 40:13, III]

#### **Saturday, February 24, 2018**

Last day to publish notice, in a newspaper of general circulation in the town, of March 3 session for checklist correction. Notice must be posted in 2 appropriate places one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 654:27; 669:5; 40:13, VII]

#### **Monday, February 26, 2018**

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. Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at least 7 days before the hearing. [RSA 31:95-d, I (b)]

### ***March 2018***

#### **Saturday, March 3, 2018**

Supervisors to hold session for correction of checklist for Second Session of annual meeting for no fewer than 30 minutes. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [RSA 654:27; 654:28; 669:5; 40:13, II-d, VII]

#### **Saturday, March 3, 2018**

Last day for town clerk to accept voter registration applications for Second Session of annual meeting. (Voters may register on election day for all town, city, school district and village district elections.) [RSA 654:8; 40:13, VII; 654:27]

#### **Saturday, March 3, 2018**

Reports of transfer, death and removal of names to be acted on by supervisor of the checklist. [RSA 654:27; 654:36-37; 654:44]

#### **Tuesday, March 6, 2018**

Annual town report with final budget and ballot questions must be available today. [RSA 40:13, II]

#### **Tuesday, March 6, 2018**

Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5; 40:13, VII]



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### 2018 SB 2 MARCH TOWN MEETING

#### **Tuesday, March 13, 2018**

Last day for town clerk to accept completed absentee ballots; clerk, or clerk's designee, must be available at least between 3 and 5 p.m. No absentee ballots may be accepted after 5 p.m. [RSA 669:29; 657:22; 652:20; 40:13, VII]

#### **Tuesday, March 13, 2018**

Second Session of annual meeting to elect officers, to vote on all questions required by law to be on official ballot, and to vote on all warrant articles from First Session of annual meeting. Voters may register at the polls. [RSA 40:13, VII; 654:7-a]. If new tax collector is elected or appointed, select board audits accounts and issues a new warrant. [RSA 41:36] Votes taken at the second session shall not be reconsidered [RSA 40:13, XV]

#### **Friday, March 16, 2018**

Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 and 5 p.m. to receive application, and must provide at least 3 days' notice of recount date to candidates for that office. [RSA 669:30-:31; 652:20]

#### **Monday, March 19, 2018**

Select board must appoint town treasurer by today if annual meeting fails either to elect one or to vote to authorize the appointment rather than the election of the treasurer. [RSA 41:27; 41:26-e]

#### **Tuesday, March 20, 2018**

Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [RSA 40:4-c]

#### **Friday, March 23, 2018**

Town clerk to forward to select board and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of select board. [RSA 35:11]

### *April 2018*

#### **Monday, April 2, 2018**

Town clerk must report names and addresses of all town officers to commissioner of revenue administration after annual election. There is an ongoing duty to report changes as they occur. [RSA 41:19; Rev 1707.13]



## **Important Dates for Local Officials 2018**

### **2018 SB 2 MARCH TOWN MEETING**

#### **Monday, April 2, 2018**

Minutes and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [RSA 21-J:34]

#### **Thursday, April 5, 2018**

Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library within 30 days. [RSA 41:22; 201-A:18]

#### **Thursday, April 12, 2018**

Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [RSA 41:20]

#### **Thursday, April 12, 2018**

Appointed municipal budget committee members must be named within 30 days after town meeting. [RSA 32:15, II]

### ***May 2018***

#### **Saturday, May 12, 2018\***

Ballots and absentee voting materials for election of town officers at town meeting may be destroyed by the town clerk \*until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer. [657:16; 657:22; 659:100-101; 669:25; 33-A:3-a]