



## **Important Dates for Local Officials 2019 SB2 APRIL TOWN MEETING CALENDAR**

### **DECEMBER 2018**

Monday, December 10, 2018

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2019 town meeting. [RSA 675:4; 40:13, VII]

### **JANUARY 2019**

Wednesday, January 2, 2019

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

Wednesday, January 9, 2019

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2019 town meeting. [RSA 675:4; 40:13, VII]

### **FEBRUARY 2019**

Thursday, January 31, 2019

Last day to post and publish notice of first public hearing on February 11 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, February 8, 2019

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-b(b)]

Friday, February 8, 2019

Last day for governing body to vote to extend polling hours at April 9 elections. An extension of polling hours cannot take effect less than 60 days after its adoption. [RSA 659:4-a, IV (Reduction of polling hours requires vote of legislative body.)]

Monday, February 11, 2019

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 February 25. [RSA 675:3] (See note for February 25. It is strongly recommended that first hearing be held before this date.)



## **Important Dates for Local Officials 2019 SB2 APRIL TOWN MEETING CALENDAR**

Tuesday, February 12, 2019

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 can be held no earlier than 60 days before First Session. [RSA 33:8-a, I; 40:13, II-b(a)]

Tuesday, February 12, 2019

Last day for giving notice of February 19 public hearing on annual budget. [RSA 32:5, I; 40:13, II-b(a)]

Tuesday, February 12, 2019

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, February 8. [RSA39:3; 40:13, II-b(b)]

Tuesday, February 12, 2019

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

Tuesday, February 12, 2019

Last day to publish notice of February 19 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, February 14, 2019

Last day to post and publish notice for last hearing on February 25 for proposed adoption or amendment of zoning ordinance, historic district ordinance or building code. Notice of the time of place of each hearing must be given 10 days prior to the hearing, not including the day notice is posted or the day of the hearing. [RSA 675:7]

Saturday, February 16, 2019

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 March 2. Notice must be given no later than 14 days before First Session. [RSA 231:43; 40:13, III].

Saturday, February 16, 2019

If the session to correct the checklist will be on February 23, 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 city’s or 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].



## Important Dates for Local Officials 2019 SB2 APRIL TOWN MEETING CALENDAR

Tuesday, February 19, 2019

Supervisors must hold a session from 7 – 7:30 p.m., or for extended hours at the discretion of the supervisors, on the day before opening of candidate filing period. [RSA 669:5; 654:27]

Tuesday, February 19, 2019

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

Tuesday, February 19, 2019

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-b(c)]

Wednesday, February 20, 2019

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

Thursday, February 21, 2019

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-c(c)]

Saturday, February 23, 2019

If the First Session of your meeting is March 2, this is the date the supervisors meet to correct the checklist for no fewer than 30 minutes. Checklist to be posted by midnight on March 1. If the First Session is on March 9, the supervisors meet on March 2. [RSA 669:5; 654:27–:28]

Saturday, February 23, 2019

If your session to correct the checklist will be on March 2, 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].

Monday, February 25, 2019

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 April 9, fifth Tuesday before is March 5). [RSA 675:3]



## **Important Dates for Local Officials 2019 SB2 APRIL TOWN MEETING CALENDAR**

Monday, February 25, 2019

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-b(d)].

### **MARCH 2019**

Friday, March 1, 2019

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–:21; 652:20; 40:13, VII].

Friday, March 1, 2019

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

Saturday, March 2, 2019

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

Saturday, March 2, 2019

If the First Session of your meeting falls on March 9, this is the date the supervisors meet to correct the checklist for no fewer than 30 minutes. Checklist to be posted by midnight on March 8. [RSA 669:5; 654:27–:28; 40:13, II-d]

Tuesday, March 5, 2019

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 February 25 above—must also be ready by that date.)

Saturday, March 9, 2019

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

Saturday, March 23, 2019

Last day to post and public notice of the day, hour, and place of March 30 session to correct the checklist. 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 2019 SB2 APRIL TOWN MEETING CALENDAR**

Monday, March 25, 2019

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)]

Saturday, March 30, 2019

Last day for town clerk to accept voter registration applications for Second Session of annual meeting. Clerk or clerk's designee must be available at least between 3 and 5 p.m. (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 30, 2019

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].

Saturday, March 30, 2019

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].

### **APRIL 2019**

Tuesday, April 2, 2019

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

Tuesday, April 2, 2019

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

Monday, April 8, 2019

The town clerk's office shall be open to receive applications for absentee ballots, to provide voters the opportunity to complete absentee ballots, and to receive returned ballots on the Monday immediately prior to an election at a minimum from 3:00 p.m. to 5:00 p.m. The clerk may designate a deputy clerk or assistant to provide this service, provided the individual has taken the oath of office and has been trained in the requirements for using an absentee ballot and the procedures for issuing and receiving absentee ballots [RSA 657:1, II (c)]



## **Important Dates for Local Officials 2019 SB2 APRIL TOWN MEETING CALENDAR**

Tuesday, April 9, 2019

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, April 9, 2019

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, April 12, 2019

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, April 15, 2019

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, April 16, 2019

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, April 19, 2019

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].

Monday, April 29, 2019

Town clerk must report names and addresses of all town officers to commissioner of revenue administration within 20 days of annual election. There is an ongoing duty to report changes as they occur. [RSA 41:19; DRA Rule Rev. 1707.13].

Monday, April 29, 2019

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].



## Important Dates for Local Officials 2019 SB2 APRIL TOWN MEETING CALENDAR

### MAY 2019

Thursday, May 2, 2019

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

Thursday, May 9, 2019

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

Thursday, May 9, 2019

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

### JUNE 2019

Saturday, June 8, 2019\*

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].