



## Important Dates for Local Officials 2018

### 2018 TRADITIONAL MAY TOWN MEETING

#### ***JANUARY 2018***

##### **Monday, January 8, 2018**

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 – 120 days before town meeting]

#### ***FEBRUARY 2018***

##### **Wednesday, February 7, 2018**

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 – 90 days before town meeting]

#### ***MARCH 2018***

##### **Thursday, March 8, 2018**

Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; 675:7 - 10 clear days before 3/19/18]

##### **Friday, March 9, 2018**

Last day for voters to present application to selectmen to call special town meeting prior to 2018 annual meeting. Number of petitioners required depends on size of town. [RSA 39:3 - 60 days before town meeting]

##### **Friday, March 9, 2018**

First day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published in a newspaper in general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I – not more than 60 days before town meeting]

##### **Friday, March 9, 2018**

Last day for governing body to vote to extend polling hours at May 9th elections. [RSA 659:4-a, IV - extension of polling hours increase may not go into effect sooner than 60 days before its adoption]

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

Last day to publish notice for March 20th session for checklist correction. [RSA 654:27; RSA 669:5 – notice 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]



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### **2018 TRADITIONAL MAY TOWN MEETING**

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

Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3 -14 days prior to last date to hold public hearing on zoning/building/historic district ordinance amendment/adoption on 4/2/18]

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

Supervisors must hold session for correction of the checklist for no less than 30 minutes. Change in party registrations may be accepted. [RSA 669:5 – session for checklist correction must be held on the day immediately prior to the filing period for candidates on 3/21/18]

#### **Wednesday, March 21, 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 - seventh Wednesday before town meeting]

#### **Thursday, March 22, 2018**

Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. [RSA 675:3; 675:7 -10 clear days before 4/2/18]

#### **Friday, March 30, 2018**

Last day for filing declarations 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 - the Friday next following the first day for candidates to file declarations of candidacy on 3/21/18]

#### **Friday, March 30, 2018**

Last day for party caucus to nominate candidate for town office in towns using partisan system. [RSA 669:39 - sixth Friday before town meeting]

### ***APRIL 2018***

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

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. [RSA 675:3- one day before deadline for delivery of final zoning/building/historic ordinance ballot proposals to town clerk on 4/3/18]



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### 2018 TRADITIONAL MAY TOWN MEETING

#### **Tuesday, April 3, 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 the town clerk's office. [RSA 675:3, V- fifth Tuesday before town meeting]

#### **Tuesday, April 3, 2018**

Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [RSA 273-A:1, IV; 32:5-a; 32:19-a - fifth Tuesday before town meeting]

#### **Tuesday, April 3, 2018**

Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, to petition selectmen to include an article in the warrant. [RSA 39:3 - fifth Tuesday before town meeting]

#### **Friday, April 6, 2018**

Last day for giving notice of April 13th public hearing on annual budget. [RSA 32:5, I - 7 days before budget hearing on 4/13/18]

#### **Friday, April 13, 2018**

Last day to hold at least one public hearing on annual budget (can hold supplemental public hearings after April 13th provided the first public hearing is on or before April 13th with 7 days' notice—should schedule at least one public hearing after April 3rd to include any petitioned warrant articles). [RSA 32:5, I & V- 25 days before town meeting]

#### **Monday, April 16, 2018**

Last day to post and publish notice of hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) - 7 days before 4/23/18 hearing]

#### **Monday, April 16, 2018**

Last day for selectmen to publish notice of time, place and subject of public hearing on bond/note issue over \$100,000. [RSA 33:8-a, I -7 days before 4/23/18 hearing]

#### **Wednesday, April 18, 2018**

In budget committee towns, last day for budget committee to submit 2 copies of annual budget to selectmen for them to post with warrant. [RSA 32:16, IV - at least 20 days before the town meeting]

#### **Saturday, April 21, 2018**

Last day to post and publish notice of the day, hour and place of April 28 session to correct the checklist. Notice must be posted in 2 appropriate places one of which shall be the town's Internet



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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].

#### **Monday, April 23, 2018**

Last day to hold public hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) - 15 days before town meeting]

#### **Monday, April 23, 2018**

Last day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [RSA 33:8-a, I - at least 15 days before town meeting]

#### **Monday, April 23, 2018**

Last day for selectmen to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [RSA 39:5; RSA 31:95; RSA 669:2 - 14 days before town meeting]

#### **Tuesday, April 24, 2018**

Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. [RSA 231:43, II - 14 days prior to town meeting]

#### **Saturday, April 28, 2018**

Reports of transfer, reports of death and removal of names are acted upon by supervisors of the checklist. [RSA 654:27; RSA 654:36-:37; RSA 654:44]

#### **Saturday, April 28, 2018**

Supervisors to hold session for correction of checklist prior to 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, April 28, 2018**

Last day for town clerk to accept voter registration applications for town meeting day. (Voters may register on election day for all town, city, school district and village district elections.) [RSA 654:8; RSA 654:27 - deadline for town clerk to accept voter registration is the same as the date for the last session for checklist correction - the Saturday no less than 6 and no more than 13 days before town meeting]



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#### ***MAY 2018***

##### **Tuesday, May 1, 2018**

Annual town report with budget must be available by today. [RSA 31:95; RSA 41:14 - at least 7 days before town meeting]

##### **Tuesday, May 1, 2018**

Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5 - at least 7 days before town meeting]

##### **Friday, May 4, 2018**

Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28 - checklist to be posted on the Friday next following the checklist correction session on 4/28/18]

##### **Friday, May 4, 2018**

Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-:29]

##### **Tuesday, May 8, 2018**

Town Meeting. Voters may register at the polls on election day. If new tax collector is elected or appointed, selectmen audit accounts and issue a new warrant. [RSA 39:1; 669:1; 654:7-a; RSA 41:36]

##### **Tuesday, May 8, 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]

##### **Friday, May 11, 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 - Friday next following town meeting/election]

##### **Sunday, May 13, 2018**

Last day to publish notice of May 15th reconsideration of a May 8th vote on a bond or note issue over \$100,000 (statute requires notice at least 2 days before reconsideration). [RSA 33:8-a, IV]



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#### **Monday, May 14, 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 - appointment must be made within 6 days from town meeting]

#### **Tuesday, May 15, 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 - last day to seek recount is 7 days from date of town meeting.]

#### **Tuesday, May 15, 2018**

Earliest day on which reconsideration of a May 8<sup>th</sup> vote on a bond or note issue over \$100,000 may take place (statute requires reconsideration at least 7 days after vote to reconsider). [RSA 33:8-a, IV]

#### **Friday, May 18, 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 selectmen. [RSA 35:11]

#### **Tuesday, May 29, 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; NH Admin Code Rev 1707.13 - report to be made within 20 days of the town meeting]

#### **Tuesday, May 29, 2018\***

Minutes of Town Meeting 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]

*\*These deadlines fall on Monday, May 28, which is a holiday. Therefore, the deadlines become Tuesday, May 29, 2018. RSA 21:35.*

#### **Thursday, May 31, 2018**

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 - within 30 days of 5/1/18 the date when the town report must be made available]



## Important Dates for Local Officials 2018

### 2018 TRADITIONAL MAY TOWN MEETING

#### *JUNE 2018*

##### **Thursday, June 7, 2018**

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

##### **Thursday, June 7, 2018**

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

#### *JULY 2018*

##### **Saturday, July 7, 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.** [RSA 657:16; 657:22; 659:100–:101; 669:25; 33-A:3-a].