NEW HAMPSHIRE MUNICIPAL ASSOCIATION

# Important Dates for Local Officials
# 2027 MARCH SB2 TOWN MEETING CALENDAR

## NOVEMBER 2026

Monday, November 9, 2026
First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2027 town meeting. [RSA 675:4; 40:13, VII]

## DECEMBER 2026

Tuesday, December 1, 2026
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 9, 2026
Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2nd Tuesday in March town meeting. [RSA 675:4; 40:13, VII]

Thursday December 31, 2026
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, :7 – 10 clear days before January 11]

## JANUARY 2027

Friday, January 8, 2027
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)]

Friday, January 8, 2027
Last day for governing body to vote to extend polling hours at March 9 elections. [RSA 659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

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Monday, January 11, 2027
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. [RSA 675:3] (**See note for January 25. Because final proposal must be included in warrant and posted by January 25, it is strongly recommended that first hearing be held before this date**.)

Tuesday, January 12, 2027
Last day for select board to publish notice of time, place and subject of public hearing on bond or note issue over $100,000. [RSA 40:13, II-a(a); 33:8-a, I]

Tuesday, January 12, 2027
Last day for giving notice of January 19th public hearing on annual budget. [RSA 32:5, I;40:13, II-a (a)]

Tuesday, January 12, 2027
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 8. [RSA 39:3; 40:13, II-a(b)]

Tuesday, January 12, 2027
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]

Tuesday, January 12, 2027
Last day to publish notice of January 19th 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 14, 2027
Last day to post and publish notice for last hearing on January 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.]

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Saturday, January 16, 2027
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 January 30. Notice must be given no later than 14 days before First Session. [RSA 231:43; 40:13, III]

Tuesday, January 19, 2027
Last day to hold public hearing on annual budget. [RSA 32:5, I and V; 40:13, II-a (c)]

Tuesday, January 19, 2027
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 19, 2027
Supervisors must hold a session from 7 to 7:30 p.m. to correct the checklist on the day before opening of candidate filing period. [RSA 669:5; 654:27]

Wednesday, January 20, 2027
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 21, 2027
Last day for the official budget committee (if adopted in the town) to deliver copies of the final budget, default budget, and recommendations to the governing body. [RSA 32:16, IV; 40:13, II-a(c)]

Monday, January 25, 2027
Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. **[NOTE:** Any proposed ordinance or amendment must be included in warrant, which must be posted today. **For this reason, it is strongly recommended that the final hearing be held <u>before</u> 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 9, the fifth Tuesday before is February 2). [RSA 675:3]

Monday, January 25, 2027
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 39:2; 39:5; 40:13, II and II-a (d)]

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Friday, January 29, 2027
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, January 29, 2027
Last day for party caucus to nominate candidates for town office in towns using partisan system. [RSA 669:39; 40:13, VII]

Saturday, January 30, 2027
Earliest date to hold First Session of town meeting. Governing body sets date. [RSA 40:13, III]

**FEBRUARY 2027**

Tuesday, February 2, 2027
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.]

Saturday, February 6, 2027
Last day to hold First Session of town meeting. [RSA 40:13, III]

Wednesday, February 17, 2027
Last day to post and publish notice, of the day, hour, and place of February 24th session to correct the checklist if that date is chosen (session must be held 6-13 days prior to the election). 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 22, 2027
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)]

Monday, February 22, 2027
A public hearing must be held by the local governing body on the rescission of the adoption of SB2 at least 15 days, but not more than 30 days, before the question is to be voted on. Under

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RSA 40:14, VII, the question on the recission of the adoption of SB2 must be placed on the official ballot.

Wednesday, February 24, 2027
Earliest day Supervisors of the checklist may hold session to correct checklist (6-13 days before Second Session) 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]

Wednesday, February 24, 2027
If checklist correction session is held on this day, it is the 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.) The deadline for the town clerk to accept voter registration is the same date as the date for the last checklist session correction, held 6-13 days before second session. [RSA 654:8; 40:13, VII; 654:27]

Wednesday, February 24, 2027
If this is the date of the checklist correction session, 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]

Wednesday, February 24, 2027
Last day to post and publish notice, of the day, hour, and place of March 3rd session to correct the checklist if that date is chosen (session must be held 6-13 days prior to the election). 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]

**MARCH 2027**

Tuesday, March 2, 2027
Annual town report with final budget and ballot questions must be available today. [RSA 40:13, II]

Tuesday, March 2, 2027
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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Wednesday, March 3, 2027
Last day Supervisors of the checklist may hold session to correct checklist (6-13 days before Second Session) 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]

Wednesday, March 3, 2027
If checklist correction session is held on this day, it is the 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.) The deadline for the town clerk to accept voter registration is the same date as the date for the last checklist session correction, held 6-13 days before second session. [RSA 654:8; 40:13, VII; 654:27]

Wednesday March 3, 2027
If this is the date of the checklist correction session, 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]

Friday, March 5, 2027
Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28 - checklist to be posted on the Friday following the checklist correction session.

Friday, March 5, 2027
Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-:29]

Monday, March 8, 2027
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)]

Tuesday, March 9, 2027
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]

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Tuesday, March 9, 2027
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 12, 2027
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]. Provided, however, if the total number of affidavit ballots submitted for that election would, if counted in favor of any candidates, alter the outcome of the election, the deadline for filing recount requests shall be extended until Tuesday, March 16, 2027. [RSA 660:17-a].

Monday, March 15, 2027
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 16, 2027
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 19, 2027
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, March 29, 2027
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 -- report to be made within 20 days of the town meeting]

Monday, March 29, 2027

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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]

## APRIL 2027

Thursday, April 1, 2027
Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library within 30 days of March 2, the date by which the town report must be made available. [RSA 41:22; 201-A:18]

Thursday, April 8, 2027
Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [RSA 41:20]

Thursday, April 8, 2027
Appointed municipal budget committee members must be named within 30 days after town meeting. [RSA 32:15, II]

## MAY 2027

Saturday, May 8, 2027
Ballots and absentee voting materials for election of town officers at town meeting may be destroyed by the town clerk after 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]