

**IMPORTANT DATES FOR THE 2014 ANNUAL TOWN MEETING**  
**SECOND SESSION ON MARCH 11, 2014**

**BOARD OF SELECTMEN**

- November 11, 2013 First day for 25 or more registered voters to submit a petition to amend a zoning ordinance, historic district ordinance, or building code. RSA 675:4, I; RSA 40:13, VII.
- December 11, 2013 Last day for 25 or more registered voters to submit a petition to amend a zoning ordinance, historic district ordinance, or building code. RSA 675:4, I; RSA 40:13, VII.
- January 14, 2014 Last date to give public notice, which must be at least 7 days in advance, of *selectmen's* public hearing on any proposed bond or note issue in excess of \$100,000. Notice of the public hearing should be posted in at least 2 public places and published in a newspaper of local circulation. RSA 40:13, II-a(c); RSA 33:8-a.
- January 14 Last date for voters to submit petitioned warrant articles to the selectmen. RSA 40:13, II-a(b); RSA 39:3.
- January 14 Last date to give public notice, which must be at least 7 days in advance, of the selectmen's public hearing on the budget. All purposes and amounts of appropriations to be included in the budget and special warrant articles must be disclosed or discussed at the final hearing, even a proposed bond or note large enough to require a separate public hearing (see next entry). RSA 40:13, II-a(a & c); RSA 32:5, I.
- January 21 Last date for *selectmen* to hold a public hearing on any proposed bond or note issue in excess of \$100,000 (see appropriate entry for January 14 for notice of this hearing). RSA 40:13, II-a(c); RSA 33:8-a.
- January 21 Last date for the selectmen to hold the final public hearing on the proposed budget and special warrant articles. RSA 40:13, II-a(c); RSA 32:5, I (see appropriate entry for January 14 for notice of this hearing).
- January 27 Last date for selectmen to post the warrant with a certified copy of the budget at the place of the meeting and at least one other place in town;

copies must also be available to the public. RSA 40:13, II-a(d); RSA 39:5; RSA 32:5, VII.

- January 27 Although the "Senate Bill 2" law is not clear, by this date, official copies of the final proposal to adopt or amend a zoning ordinance, building code, or historic district ordinance should be placed on file with the town clerk and made available to the public (January 27 is the deadline for posting the warrant, which must include these items). RSA 40:13, II-a(d); See also, RSA 675:3, V.
- February 1 -- February 8 The first session of the annual meeting must be held between these two Saturdays, inclusive of these two days, at a time chosen by the selectmen. RSA 40:13, III.
- March 4 Last day to make annual report available to the legislative body; the final budget and ballot questions must be printed in the annual report. RSA 40:13, II.
- March 11 The date of the second session. Town officers shall be elected by official ballot. Also, all warrant articles, as they may have been amended at the first session, and questions required by law to be inserted on the official ballot (zoning amendments, for example) shall be voted on by official ballot. RSA 40:13, VII.

## PLANNING BOARD

- December 27, 2013 Last date to give notice of the planning board's first public hearing on proposals to adopt or amend a zoning ordinance, building code or historic district ordinance, *in order to leave enough time to hold a second public hearing if needed*. Notice must be posted in at least 2 public places and published in a newspaper of local circulation. RSA 40:13, II-a (c); RSA 675:3, IV, V; RSA 675:7, I.
- January 7, 2014 Last date for the planning board to hold the first public hearing on proposals to adopt or amend a zoning ordinance, building code or historic district ordinance, *in order to leave enough time to hold a second public hearing on January 21 if needed*. **NOTE:** If a second public hearing is needed, notice of it must be posted, and published in a local newspaper, by January 10 (see below). RSA 40:13, II-a (c) RSA 675:3, IV, V; RSA 675:7, I.
- January 10 Last date to give notice for the planning board's final public hearing on proposals to adopt or amend a zoning ordinance, building code or historic district ordinance. Notice must be posted in at least 2 public places and published in a newspaper of local circulation. RSA 40:13, II-a (c); RSA 675:3, II, V; RSA 675:7, I.

January 21 Last date for planning board to hold the final public hearing on proposals to adopt or amend a zoning ordinance, building code or historic district ordinance. After the final public hearing the planning board shall vote to determine the final form of the proposal. RSA 40:13, II-a(c); RSA 675:3, III, IV, V.

## **BUDGET COMMITTEE**

January 14 Last date to give public notice, which must be at least 7 days in advance, of the budget committee's public hearing on the budget. All purposes and amounts of appropriations to be included in the budget and special warrant articles must be disclosed or discussed at the final hearing, even a proposed bond or note large enough to require a *separate* public hearing before the selectmen (see section on Selectmen). Notice of the public hearing should be posted in at least 2 public places and published in a newspaper of local circulation, although the type of notice required is not spelled out in the law. RSA 40:13, II-a(c); RSA 32:5, I.

January 21 Last date for the budget committee to hold the final public hearing on the proposed budget and special warrant articles. RSA 40:13, II-a(c); RSA 32:5, I.

## **SUPERVISORS OF THE CHECKLIST**

January 7 If the first session of your town meeting falls between February 1 to February 4, both days inclusive, this is the last day to post copies of the current checklist at the town clerk's office or the town hall. Notice of the day, hour and place of the supervisor's upcoming session to correct the checklist shall be included on the posted checklist. RSA 669:5; RSA 654:26; RSA 654:27.

January 14 In towns with the non-partisan ballot for election of town officials, this is the last day to publish newspaper notice of the day, hour and place of the supervisor's session on January 21 (the day before the candidate filing period begins) to correct the checklist. RSA 669:5; RSA 669:19; RSA 654:27.

January 14 If the first session of your town meeting falls between February 5 to February 8, both days inclusive, this is the last day to post copies of the current checklist at the town clerk's office or the town hall. Notice of the day, hour and place of the supervisor's upcoming session to correct the checklist shall be included on the posted checklist. RSA 669:5; RSA 654:26; RSA 654:27.

- January 21 Supervisors hold session to correct the checklist from 7 p.m. to 7:30 p.m. because this is the day before the filing period for candidates for elected town offices under the non-partisan ballot system. RSA 669:5; RSA 669:19.
- January 18 If the session to correct the checklist will be on January 25 in your town, this is the last day to publish newspaper notice of the day, hour and place. RSA 669:5; RSA 654:26; RSA 654:27.
- January 24 If the supervisors met on January 21 in your town, the additions and corrections to the checklist must be made to the previously posted checklist, or a new checklist must be posted, by midnight tonight. RSA 654:28.
- January 25 If the session to correct the checklist will be on February 1 in your town, this is the last day to publish newspaper notice of the day, hour and place. RSA 669:5; RSA 654:26; RSA 654:27.
- January 25 If the first session of your meeting falls between February 1 and February 6, both days inclusive, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet for half an hour between 11 a.m. and 11:30 a.m. RSA 669:5; RSA 654:27; RSA 654:28.
- January 31 If the supervisors met on January 25 in your town, the additions and corrections to the checklist must be made to the previously posted checklist, or a new checklist must be posted, by midnight tonight. RSA 654:28.
- February 1 If the first session of your meeting falls between on February 7 or February 8, both days inclusive, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet for half an hour between 11 a.m. and 11:30 a.m.. RSA 669:5; RSA 654:27; RSA 654:28.
- February 7 If the supervisors met on February 1 in your town, the additions and corrections to the checklist must be made to the previously posted checklist, or a new checklist must be posted, by midnight tonight. RSA 654:28.
- February 11 Last day to post copies of the current checklist at the town clerk's office or the town hall. Notice of the day, hour and place of the supervisor's session on March 1 to correct the checklist shall be included on the posted checklist. RSA 669:5; RSA 654:26; RSA 654:27.

- February 22 Last day to publish newspaper notice of the day, hour and place of the supervisor's session on March 1 to correct the checklist for the town election - second session. RSA 669:5; RSA 654:26; RSA 654:27.
- March 1 Supervisors meet to correct the checklist for the town election/second session of the annual meeting. At a minimum, the supervisors must meet for half an hour between 11 a.m. and 11:30 a.m. RSA 669:5; RSA 654:27; RSA 654:28.
- March 7 Additions and corrections to the checklist must be made to the previously posted checklist, or a new checklist must be posted, by midnight tonight. RSA 654:28.

### **TOWN CLERK**

- January 22 Filing period begins for candidates for elected town offices under the non-partisan ballot system. RSA 669:19.
- January 31 Last day for candidates to file for elected town offices under the non-partisan system. RSA 669:19.

### **MISCELLANEOUS**

- January 14 "Budget Submission Date" for calculating certain deadlines affecting collective bargaining with public employees. RSA 40:13, II-a(b); RSA 273-A:1, III.