

# 2014

# SB 2 March Town Meeting

## November

Monday, November 11, 2013

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2014 town meeting. [675:4; 40:13, VII].

## December

Tuesday, December 03, 2013

Last day for voters to present application to selectmen 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. [39:3; 40:13, III].

Wednesday, December 11, 2013

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2014 town meeting. [675:4; 40:13, VII].

Friday, December 27, 2013

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. [675:3; 675:7; 40:13, II-a (c)].

## January

Tuesday, January 07, 2014

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. [675:3; 40:13, II-a (c)].

Friday, January 10, 2014

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. [675:3; 40:13, II-a (c)].

Friday, January 10, 2014

Last day for governing body to vote to extend polling hours at March 11 elections. [659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

Tuesday, January 14, 2014	Last day for selectmen 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. [33:8-a, I; 40:13, II-a (a)].
Tuesday, January 14, 2014	Last day for giving notice of January 21 public hearing on annual budget. [32:5, I; 40:13, II-a (a)].
Tuesday, January 14, 2014	Last day for voters to petition selectmen to include an article in the town meeting warrant. [39:3; 40:13, II-a (b)].
Tuesday, January 14, 2014	Budget submission date for collective bargaining. Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [40:13, II-a (b); 273-A:1, III].
Tuesday, January 14, 2014	Last day to publish notice of January 21 session for correction of the checklist (required on day before opening of candidate filing period). [654:27; 669:5].
Friday, January 17, 2014	Last day to hold public hearing on question of establishing a special revenue fund if the First Session is to be held on <b>February 1</b> . 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. [31:95-d, I (b)].
Saturday, January 18, 2014	If the session to correct the checklist will be on January 25 in your town, this is the last day to post and publish newspaper notice of the day, hour and place. [669:5; 654:27-28].
Saturday, January 18, 2014	Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. Notice must be given no later than 14 days before First Session. [231:43; 40:13, III].
Tuesday, January 21, 2014	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. [675:3; 40:13, II-a (c)]. 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 11, fifth Tuesday before is February 4), but must also be prepared in time for the posting of the warrant (last day is January 27). [675:3; 40:13, II-a (c) and (d)].
Tuesday, January 21, 2014	Last day to hold at least one public hearing on annual budget. [32:5, I and V; 40:13, II-a (c)].

Tuesday, January 21, 2014	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. [33:8-a, I; 40:13, II-a (c)].
Tuesday, January 21, 2014	Supervisors must hold a session from 7 to 7:30 p.m. to correct the checklist on day before opening of candidate filing period. [669:5; 654:27].
Wednesday, January 22, 2014	First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [669:19; 652:20; 40:13, VII].
Saturday, January 25, 2014	If the First Session of your meeting falls between February 1 and February 6 inclusive, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet between 11 and 11:30 a.m. Checklist to be posted by midnight on January 31. If the First Session is on February 7, the supervisors may meet on this date or on February 1. [669:5; 654:27--28].
Saturday, January 25, 2014	If the session to correct the checklist will be on February 1 in your town, this is the last day to post and publish newspaper notice of the day, hour and place [669:5; 654:27--28; 40:13, II-d].
Monday, January 27, 2014	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 for each of the two separate sessions. For the Second Session, the warrant shall also state the hour of the election, hours polls open and close, and which items are to be voted on by ballot. [40:13, II and II-a (d)].
Friday, January 31, 2014	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. [669:19--21; 652:20; 40:13, VII].
Friday, January 31, 2014	Last day for party caucus to nominate candidates for town office in towns using partisan system. [669:39; 40:13, VII].

## February

Saturday, February 01, 2014	Earliest date to hold First Session of town meeting. Governing body sets date. [40:13, III].
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Saturday, February 01, 2014	If the First Session of your meeting falls on February 8, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet between 11 and 11:30 a.m. Checklist to be posted by midnight on February 7. If the First Session is on February 7, the supervisors may meet on this date or on January 25). [669:5; 654:27--:28; 40:13, II-d].
Tuesday, February 04, 2014	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. [675:3, V]. (See entry for January 21, above – must also be ready by January 27.)
Saturday, February 08, 2014	Last day to hold First Session of town meeting. [40:13, III].
Tuesday, February 11, 2014	Last day for supervisors to post checklist at town clerk's office or at town hall with notice of the day, hour and place of session to correct the checklist. Notice must also be published in a newspaper of general circulation in the town at least 7 days prior to each session. [654:26--:27; 40:13, VII; 669:5].
Saturday, February 22, 2014	Last day to publish notice, in a newspaper of general circulation in the town, of March 1 session for checklist correction. [654:27; 669:5; 40:13, VII].

## March

Saturday, March 01, 2014	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.) [654:8; 40:13, VII; 654:27].
Saturday, March 01, 2014	Supervisors to hold session for correction of checklist for Second Session of annual meeting at a minimum between 11 and 11:30 a.m. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [654:27; 654:28; 669:5; 40:13, II-d, VII].
Saturday, March 01, 2014	Reports of transfer, death and removal of names to be acted on by supervisor of the checklist. [654:27; 654:36--:37; 654:44].
Tuesday, March 04, 2014	Annual town report with final budget and ballot questions must be available today. [40:13, II].
Tuesday, March 04, 2014	Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [675:5; 40:13, VII].

- Friday, March 07, 2014 Last day for supervisors to post (by midnight) final corrected checklist. [654:28; 40:13, VII].
- Friday, March 07, 2014 Certification of checklist, 2 copies filed with town clerk. [654:28-:29; 40:13, VII].
- Tuesday, March 11, 2014 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. [669:29; 657:22; 652:20; 40:13, VII].
- Tuesday, March 11, 2014 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. [40:13, VII; 654:7-a]. If new tax collector is elected or appointed, selectmen audit accounts and issue a new warrant. [41:36].
- Friday, March 14, 2014 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. [669:30-:31; 652:20].
- Sunday, March 16, 2014\* Last day to publish notice of March 18 reconsideration of a March 11 vote on a bond or note issue over \$100,000 (statute requires notice at least 2 days before reconsideration). [RSA 33:8-a, IV]
- Monday, March 17, 2014 Selectmen 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. [41:27; 41:26-e].
- Tuesday, March 18, 2014 Earliest day on which reconsideration of a March 11 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]
- Tuesday, March 18, 2014 Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [40:4-c].
- Friday, March 21, 2014 Town clerk to forward to selectmen 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. [35:11].

Friday, March 21, 2014	Last day for candidates for town office to remove political advertising. [664:1; 664:17].
Monday, March 31, 2014	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. [41:19; Rule Rev. 1707.12(a)].
Monday, March 31, 2014	Minutes and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [21-J:34].

## April

Thursday, April 10, 2014	Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library. [41:22; 201-A:18].
Thursday, April 10, 2014	Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [41:20].
Thursday, April 10, 2014	Appointed municipal budget committee members must be named within 30 days after town meeting. [32:15, II].

## May

Saturday, May 10, 2014	Ballots and absentee voting materials for election of town officers at town meeting may be destroyed. [657:16; 657:22; 659:100-:101; 669:25; 33-A:3-a].
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## November

Monday, November 10, 2014	First day to accept petitions to amend zoning ordinance, historic district ordinance or building code consideration at the 2015 town meeting. [675:4; 40:13, VII].
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## December

Wednesday, December 10, 2014	Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2015 town meeting. [675:4; 40:13, VII].
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*\*“If a statute specifies a date for filing documents or paying fees and the specified date falls on a Saturday, Sunday, or legal holiday, the document or fee shall be deemed timely filed if it is received by the next business day.” RSA 21:35, II. Certain actions are required to occur on a Saturday. Please check the text of the applicable statute to determine whether the action may be delayed to another day.*