

2017-18 Town Meeting & Budget Schedule

Date	Description of Activity
November 2016	
November 3 7:00 PM	Regular Council Meeting
November 17 7:00 PM	Regular Council Meeting
December 2016	
December 1	Budget to Council
December 1 7:00 PM	Regular Council Meeting
December 15 7:00 PM	Regular Council Meeting
January 2017	
January 9 6:00 PM	Budget Meeting – Fire, Code Enforcement, Communications, Police, Police Detail
January 12 7:00 PM	Regular Council Meeting
January 19 - 6:00 PM	Budget Meeting – Community Development, Public Works Administration, Highway, Solid Waste Disposal, Equipment Maintenance, Buildings and Grounds, Wastewater Treatment Fund, Parks and Recreation, Summer Day Camp
January 23 - 6:00 PM	Budget Meeting - Library, Welfare, Assessing, Town Clerk/Tax Collector, Media, General Government, Proposed Issuance of Debt, Revenues (<i>Town Council to Discuss the Next Steps in the Budget Process</i>)
January 26 7:00 PM	Regular Council Meeting
January 30- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
February 1	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 2 nd for February 16 th Council Meeting (RSA 33:8-a, I / RSA 32:5, I / RSA 21:35) <ul style="list-style-type: none"> • Budget Hearing • Collective Bargaining Agreement • Proposed Issuance of Debt • Petitioned Bonds • Other Petitioned Warrant Articles
February 2017	
February 6	Post notice of February 16th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a))
February 6	Publish notice of 1 st & 2 nd Session of Annual Meeting in a newspaper of general circulation.
February 10	Last date to file Petitioned Bonds (over \$100,000) governed by RSA 33:8-a (RSA 40:13, II-b b))
February 14	Last date to file petitioned Warrant Articles, Petitioned Bonds (under \$100,000) (RSA 40:13, II-b Last day to file petition warrant articles provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the

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Date	Description of Activity
	preceding Friday, February 10. {RSA 39:3; and 40:13, II b(b)) and Collective Bargaining Agreements “cost items” [RSA 40:13, II-c(b) and RSA 273-A:1, III]
February 14	Special Meeting for Ratification of any Outstanding Union Contracts
February 9 7:00 PM	Regular Council Meeting
February 16th 7:00 PM	Special Council Meeting Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2017/18 Proposed Operating Budget • Collective Bargaining Agreement(s) • Proposed Issuance of Debt • Petitioned Bonds • Review of Default Budget
February 17	Sign Final Warrant and Budget
February 17	Results of Council’s final deliberation on proposed Budget submitted to Town Manager’s Office for preparation of Form MS-636 and Default Budget.
February 17	Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.
February 21	Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))
February 24	Town Warrant/Budget booklet printed.
February 24	Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA.
February 27	Town Warrant, Form MS-636, and Default Budget posted at place of Annual Meeting and at least one other public place (RSA 39:5 / RSA 32:5 / RSA 40:13, II-b (d))
February 27	Deadline for posting Warrant and Budget
February 22- March 3 at 5:00PM	Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)
February 23- 7:00 PM	Regular Council Meeting
March 2017	
March 3	Post Agenda for Town Council’s Special Session immediately following Deliberative
March 7	Annual Report documents submitted to the printer.
March 7	Town Warrant, Budget Booklet must be available to the public (RSA 31:95, 41:14, 40:13, II-b (d))
March 8	School Deliberative Session
March 9	School Deliberative Session IF NEEDED (Snow Date)
March 9 – 7:00 PM	Regular Council Meeting
March 15	Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4,

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Date	Description of Activity
7:00 PM	C)
March 16 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 23 – 7:00 PM	Regular Council Meeting
March 27	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. [RSA 31:95-d, I (b)]
Town Clerk	Post Sample Ballot at all polling places and at the Town Clerk's Office
April 2017	
April 3	Annual Report (including Town Warrant and budget information) must be printed and available to the public no later than 7 days prior to the Annual Meeting. [RSA 32:5, VII]
April 11	Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C)
April 14	Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30)
April 18	Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII.
April 20	Council considers Default Budget or special Town meeting (if necessary)
April 21	Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds.
April 28	Final day for Candidates to remove all political advertising (RSA 664:1, 17 and RSA 40:13, VII)
May 1	TC/TC and Finance to mail Town Meeting minutes, Annual Report, and Form MS-232 to DRA RSA 21-J:34

Reviewed by:

- _____ Diane Trippett, Town Clerk/Tax Collector
- _____ Paul Micali, Finance Director
- _____ Eileen Cabanel, Town Manager
- _____ Nancy Harrington, Town Council Chairman
- _____ Matt Upton, Esq., Town Legal Counsel