

2019-20 Town Meeting & Budget Schedule

Date	Description of Activity
November 2018	
November 1 7:00 PM	Regular Council Meeting
November 15 7:00 PM	Regular Council Meeting
December 2018	
December 6	Budget to Council
December 6 7:00 PM	Regular Council Meeting
December 20 7:00 PM	Regular Council Meeting
January 2019	
January 2	Post Public hearing for any Charter Amendments (7 clear Days)
January 7 6:00 PM	Budget Meeting – Welfare, Communications, Police, Police Detail, Fire, Code Enforcement
January 10	Town Council to hold a Public hearing on any Charter changes
January 10 7:00 PM	Regular Council Meeting
January 14 - 6:00 PM	Budget Meeting – Library, Solid Waste Disposal, Highway, Equipment Maintenance, Wastewater Treatment Fund, Buildings and Grounds, Public Works Administration
January 17 - 6:00 PM	Budget Meeting - Assessing, Town Clerk/Tax Collector, Parks and Recreation, Summer Day Camp, Community Development, Media, General Government, Proposed Issuance of Debt, Revenues (<i>Town Council to Discuss the Next Steps in the Budget Process</i>)
January 17	Last day for Town Council to submit any Charter Amendments to Town Clerk in accordance with RSA 49-B:5
January 24 7:00 PM	Regular Council Meeting
January 27	Last day for Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a
January 28- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 31- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
February 2019	
February 1	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 4 th for February 14 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

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Date	Description of Activity
February 6	Post notice of February 14th 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 8	Last date to file Petitioned Bonds (over \$100,000) governed by RSA 33:8-a (RSA 40:13, II-b (b))
February 12	Last date to file petitioned Warrant Articles, Petitioned Bonds (under \$100,000) (RSA 40:13, II-b (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 preceding Friday, February 8 {RSA 39:3; and 40:13, II b(b)) and finalize and submit Collective Bargaining Agreements “cost items” [RSA 40:13, II-c(b) and RSA 273-A:1, III]
February 14 7:00 PM	Regular Council Meeting
February 14 th 7:00 PM	Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2019-20 Proposed Operating Budget • Collective Bargaining Agreement(s) • Proposed Issuance of Debt • Petitioned Bonds Review of Default Budget
February 15	Finalized Operating Budget and Town Warrant left at Town Council Chambers for Council signature.
February 15	Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.
February 19	Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))
February 19	Last day to hold public hearing on bond or note issue over \$100,000 – No earlier than 60 days before first session. RSA 33:8 (a), I; RSA 40:13, II-b (c)
February 28- 7:00 PM	Regular Council Meeting
February 23	Town Warrant/Budget booklet printed.
February 23	Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA.
February 25	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))

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Date	Description of Activity
February 25	Deadline for posting Warrant and Budget
February 21- March 2 at 5:00PM	Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)
March 2019	
March 5	Post Agenda for Town Council's Special Session immediately following Deliberative
March 6	Annual Report documents submitted to the printer.
March 6	Town Warrant, Budget Booklet must be available to the public (RSA 31:95, 41:14, 40:13, II-b (d))
March 6	School Deliberative Session
March 7	School Deliberative Session IF NEEDED (Snow Date)
March 14 – 7:00 PM	Regular Council Meeting
March 13 7:00 PM	Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)
March 14 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 28 – 7:00 PM	Regular Council Meeting
March 25	Last day for the town to receive word the Charter Amendment was accepted
March 26	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 2019	
April 2	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 9	Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C)
April 13	Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30)
April 17	Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII.
April 19	Council considers Default Budget or special Town meeting (if necessary)
April 20	Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds.
April 20	Final day for Candidates to remove all political advertising (RSA 664:1, 17 and

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Date	Description of Activity
April 30	RSA 40:13, VII) 2 nd Friday after election TC/TC and Finance to mail Town Meeting minutes, Annual Report, and Form MS-232 to DRA RSA 21-J:34 w/in 20 days

Reviewed by:

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