

2018-19 Town Meeting & Budget Schedule

Date	Description of Activity
November 2017	
November 2 7:00 PM	Regular Council Meeting
November 16 7:00 PM	Regular Council Meeting
December 2017	
December 7	Budget to Council
December 7 7:00 PM	Regular Council Meeting
December 21 7:00 PM	Regular Council Meeting
January 2018	
January 8 6:00 PM	Budget Meeting – Fire, Code Enforcement, Communications, Police, Police Detail
January 11 7:00 PM	Regular Council Meeting
January 18 - 6:00 PM	Budget Meeting – Welfare, Parks and Recreation, Summer Day Camp, Solid Waste Disposal, Highway, Equipment Maintenance, Wastewater Treatment Fund, Buildings and Grounds, Public Works Administration
January 22 - 6:00 PM	Budget Meeting - Library, Community Development, 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 25 7:00 PM	Regular Council Meeting
January 29- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
February 2018	
February 1	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 5 th for February 15 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 7	Post notice of February 15th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a))
February 7	Publish notice of 1 st & 2 nd Session of Annual Meeting in a newspaper of general circulation.
February 9	Last date to file Petitioned Bonds (over \$100,000) governed by RSA 33:8-a (RSA 40:13, II-b b))
February 13	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 preceding Friday, February 9 {RSA 39:3; and 40:13, II b(b)) and finalize and

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	submit Collective Bargaining Agreements “cost items” [RSA 40:13, II-c(b) and RSA 273-A:1, III]
February 8 7:00 PM	Regular Council Meeting
February 15th 7:00 PM	Special Council Meeting Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2018-19 Proposed Operating Budget • Collective Bargaining Agreement(s) • Proposed Issuance of Debt • Petitioned Bonds • Review of Default Budget
February 16	Sign Final Warrant and Budget
February 16	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 16	Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.
February 20	Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))
February 20	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 22- 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 26	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 26	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 2018	
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 8	School Deliberative Session

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Date	Description of Activity
March 9	School Deliberative Session IF NEEDED (Snow Date)
March 8 – 7:00 PM	Regular Council Meeting
March 14 7:00 PM	Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)
March 15 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 22 – 7:00 PM	Regular Council Meeting
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 2018	
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 10	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 RSA 40:13, VII) 2 nd Friday after election
April 30	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
 _____ Nancy Harrington, Town Council Chairman
 _____ Matt Upton, Esq., Town Legal Counsel