

2016-17 Town Meeting & Budget Schedule

| Date | Description of Activity |
|-------------------------|---|
| November 2015 | |
| November 5 7:00 PM | Regular Council Meeting |
| November 19 7:00 PM | Regular Council Meeting |
| December 2015 | |
| December 3 | Budget to Council |
| December 3 7:00 PM | Regular Council Meeting |
| December 17 7:00 PM | Regular Council Meeting |
| January 2016 | |
| January 7 6:00 PM | Budget Meeting – Welfare, Public Works Administration, Highway, Solid Waste Disposal, Equipment Maintenance, Buildings and Grounds, Wastewater Treatment Fund, Parks and Recreation, Summer Day Camp |
| January 11 6:00 PM | Budget Meeting – Library, Assessing, Town Clerk/Tax Collector, Community Development, Media, General Government, Proposed Issuance of Debt, Revenues |
| January 14 7:00 PM | Regular Council Meeting |
| January 21 - 6:00 PM | Budget Meeting - Fire, Code Enforcement, Communications, Police, Police Detail <i>Town Council to Discuss the Next Steps in the Budget Process</i> |
| January 25 - 6:00 PM | Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date |
| January 25 | Submit Following Public Notices to newspaper(s) of general circulation to be published on February 3 rd for February 11 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 |
| January 28 7:00 PM | Regular Council Meeting |
| January 28- 6:00 PM | Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date |
| February 2016 | |
| February 3 | Post notice of February 11th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a)) |
| February 3 | 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 governed by RSA 33:8-a (RSA 40:13, II-b b)) |
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| Date | Description of Activity |
|--------------------------------------|--|
| February 9 | Last date to file petitioned Warrant Articles, Petitioned Bonds (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 6. {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 9 | Special Meeting for Ratification of any Outstanding Union Contracts |
| February 11 7:00 PM | Regular Council Meeting Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2016/17 Proposed Operating Budget • Collective Bargaining Agreements • Proposed Issuance of Debt • Petitioned Bonds • Other Petitioned Warrant Articles Review of Default Budget |
| February 12 | Sign Final Warrant and Budget |
| February 12 | 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 12 | Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature. |
| February 16 | 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 | Town Warrant/Budget booklet printed. |
| February 19 | Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA. |
| February 22 | 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 29 | Deadline for posting Warrant and Budget |
| February 24- March 4 at 5:00PM | Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII) |
| February 25- 7:00 PM | Regular Council Meeting |
| March 2016 | |
| March 1 | Annual Report documents submitted to the printer. |
| March 1 | Town Warrant, Budget Booklet must be available to the public (RSA 31:95, 41:14, 40:13, II-b (d)) |
| March 5 | Post Agenda for Town Council’s Special Session immediately following Deliberative |

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| Date | Description of Activity |
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| March 8 | School Deliberative Session |
| March 9 | School Deliberative Session IF NEEDED (Snow Date) |
| March 10 7:00 PM | Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C) |
| March 11 7:00 PM | Continuation of Deliberative Session – IF NEEDED (Snow Date) |
| March 24 – 7:00 PM | Regular Council Meeting |
| March 28 | 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 2016 | |
| April 4 | 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 and RSA 40:13 II-b (d)] |
| April 12 | Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C) |
| April 15 | Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30) |
| April 19 | Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII). |
| April 21 | Council considers Default Budget or special Town meeting (if necessary) |
| April 22 | Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds. |
| April 29 | Final day for Candidates to remove all political advertising (RSA 664:1, 17 and RSA 40:13, VII) |
| May 2 | TC/TC and Finance to mail Town Meeting minutes, Annual Report, and Form MS-2 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