2017 IMPORTANT DATES FOR TRADITIONAL MARCH TOWN MEETING

Planning & Zoning Related highlighted

NOVEMBER 2016

Monday, November 14, 2016
First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2017 town meeting. [RSA 675:4-120 days prior to town meeting]

DECEMBER 2016

Wednesday, December 14, 2016
Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2017 town meeting. [RSA 675:4- 90 days before town meeting]

JANUARY 2017

Thursday, January 12, 2017
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. [RSA 675:3; RSA 675:7 – 10 clear days before 1/23/17]

Friday, January 13, 2017
Last day for voters to present application to select board to call special town meeting prior to 2017 annual meeting. Number of petitioners required depends on size of town. [RSA 39:3 – 60 days before town meeting]

Friday, January 13, 2017
First day to hold public hearing on bond or note issue over $100,000. Notice of time, place and subject of hearing must be published in a newspaper in general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I – not more than 60 days before town meeting]

Friday, January 13, 2017
Last day for governing body to vote to extend polling hours at March 14th elections. [RSA 659:4-a, IV- extension of polling hours increase may not go into effect sooner than 60 days before its adoption]

Tuesday, January 17, 2017
Last day to publish notice, in a newspaper of general circulation in the town, for January 24th session for checklist correction. [RSA 654:27; RSA 669:5 – notice posted in 2 appropriate places one of which shall be the city's or town's Internet website, if such exists or shall be published in a newspaper of general circulation at least 7 days prior to the session]

Monday, January 23, 2017
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. [RSA 675:3 – 14 days prior to last date to hold public hearing on zoning/building/historic district ordinance amendment/adoption]

***Tuesday, January 24, 2017**
Supervisors must hold session for correction of the checklist for no less than 30 minutes. Change in party registrations may be accepted. [RSA 669:5 – session for checklist correction must be held on the day immediately prior to the filing period for candidates on 1/25/17]

Wednesday, January 25, 2017
First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19; RSA 652:20 – seventh Wednesday before town meeting]

Thursday, January 26, 2017
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. [RSA 675:3; RSA 675:7 – 10 clear days before 2/6/17]

FEBRUARY 2017

Friday, February 3, 2017
Last day for filing declarations 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. [RSA 669:19; RSA 652:20 – the Friday next following the first day for candidates to file declarations of candidacy on 1/25/17]

Friday, February 3, 2017
Last day for party caucus to nominate candidate for town office in towns using partisan system. [RSA 669:39- sixth Friday before town meeting]

Monday, February 6, 2017
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. [RSA 675:3 – one day before deadline for delivery of final zoning/building/historic ordinance ballot proposals to town clerk on 2/7/17]

Tuesday, February 7, 2017
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 the town clerk's office. [RSA 675:3, V-fifth Tuesday before town meeting]

Tuesday, February 7, 2017
Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [RSA 273-A:1, IV; RSA 32:5-a; RSA 32:19-a – fifth Tuesday before town meeting]

Tuesday, February 7, 2017
Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, to petition select board to include an article in the warrant. [RSA 39:3 – fifth Tuesday before town meeting]

Friday, February 10, 2017
Last day for giving notice of February 17th public hearing on annual budget. [RSA 32:5, I – 7 days before budget hearing on 2/17/17]

Tuesday, February 14, 2017
Last day for supervisors to post town meeting checklist in town clerk's office or at town hall with notice of the day, hour and place of session to correct the checklist [RSA 654:26]

Friday, February 17, 2017
Last day to hold at least one public hearing on annual budget (can hold supplemental public hearings after February 17th provided the first public hearing is on or before February 17th with 7 days' notice—should schedule at least one public hearing after February 7th to include any petitioned warrant articles). [RSA 32:5, I &V – 25 days before town meeting]

Monday, February 20, 2017
Last day for select board to publish notice of time, place and subject of public hearing on bond/note issue over $100,000. [RSA 33:8-a, I -7 days before 2/27/17]

Monday, February 20, 2017
Last day to post and publish notice of hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) – 7 days before 2/27/17]

Wednesday, February 22, 2017
In budget committee towns, last day for budget committee to submit 2 copies of annual budget to select board for them to post with warrant. [RSA 32:16, IV- at least 20 days before the town meeting]

Saturday, February 25, 2017
Last day to post and publish notice of the day, hour and place of March 4 session to correct the checklist. Notice must be posted in 2 appropriate places one of which shall be the city's or town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 669:5; 654:27–:28]

Monday, February 27, 2017
Last day to hold public hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) – 15 days before town meeting]

Monday, February 27, 2017
Last day to hold public hearing on bond or note issue over $100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [RSA 33:8-a, I – at least 15 days before town meeting]

Monday, February 27, 2017
Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. [RSA 231:43, II – 14 days prior to town meeting]

Monday, February 27, 2017
Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [RSA 39:5; RSA 31:95; RSA 669:2 – 14 days before town meeting]

MARCH 2017

Saturday, March 4, 2017
Supervisors to hold session for correction of checklist prior to annual meeting for no fewer than 30 minutes. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [RSA 654:27; 654:28; 669:5; 40:13, II-d, VII]

Saturday, March 4, 2017
Reports of transfer, reports of death and removal of names are acted upon by supervisors of the checklist. [RSA 654:27; RSA 654:36-:37; RSA 654:44]

Saturday, March 4, 2017
Last day for town clerk to accept voter registration applications for town meeting day. (Voters may register on election day for all town, city, school district and village district elections.) [RSA 654:8; RSA 654:27 - deadline for town clerk to accept voter registration is the same as the date for the last session for checklist correction - the Saturday no less than 6 and no more than 13 days before town meeting]

Tuesday, March 7, 2017
Annual town report with budget must be available by today. [RSA 31:95; RSA 41:14 – at least 7 days before town meeting]

Tuesday, March 7, 2017
Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5- at least 7 days before town meeting]

Friday, March 10, 2017
Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28 - checklist to be posted on the Friday next following the checklist correction session on 3/4/17]

Friday, March 10, 2017
Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-:29]

Tuesday, March 14, 2017
Town Meeting. Voters may register at the polls on election day. If new tax collector is elected or appointed, select board audits accounts and issues a new warrant. [RSA 39:1; RSA 669:1; RSA 654:7-a; RSA 41:36]

Tuesday, March 14, 2017
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. [RSA 669:29; RSA 657:22; RSA 652:20]

Friday, March 17, 2017
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. [RSA 669:30-:31; RSA 652:20 – Friday next following town meeting/election]

Sunday, March 19, 2017
Last day to publish notice of March 21st reconsideration of a March 14th 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 20, 2017
Select board 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. [RSA 41:27; RSA 41:26-e – appointment must be made within 6 days from town meeting]

Tuesday, March 21, 2017
Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [RSA 40:4-c – last day to seek recount is 7 days from date of town meeting]

Tuesday, March 21, 2017
Earliest day on which reconsideration of a March 14th 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]

Friday, March 24, 2017
Town clerk to forward to select board 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 select board. [RSA 35:11]

Friday, March 24, 2017
Last day prescribed by statute that candidates for town office must remove political advertising, however this requirement may no longer be enforceable in light of the US Supreme decision in Reed v. Town of Gilbert, 135 S.Ct. 2218 (2015) . [RSA 664:1; RSA 664:17- no later than the second Friday following town meeting]

APRIL 2017

Monday, April 3, 2017
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. [RSA 41:19; NH Admin Code Rev 1707.13 – report to be made within 20 days of the town meeting]

Monday, April 3, 2017
Minutes of Town Meeting and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [RSA 21-J:34]

Thursday, April 6, 2017
Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library. [RSA 41:22; RSA 201-A:18 – within 30 days of 3/7/17 when the town report must be made available]

Thursday, April 13, 2017
Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [RSA 41:20]

Thursday, April 13, 2017
Appointed municipal budget committee members must be named within 30 days of town meeting. [RSA 32:15, II]

MAY 2017

Saturday, May 13, 2017
Ballots and absentee voting materials for election of town officers at town meeting may be destroyed. [RSA 657:16; RSA 657:22; RSA 659:100-:101; RSA 669:25; RSA 33-A:3-a (XXXVII) ballots and absentee ballot applications, affidavit envelopes, and lists at least 60 days after the election, whichever is longer.]