

**2023-24 Town Meeting & Budget Schedule
Wednesday/Thursday**

Date	Description of Activity
November 2022	
November 17 7:00 PM	Regular Council Meeting
December 2022	
December 1 7:00 PM	Regular Council Meeting
December 14	Post Public Hearing for any Charter Amendments (7 clear Days) With text of the amendment and an explanation
December 15	Budget to Council
December 15 7:00 PM	Regular Council Meeting
January 2023	
January 5 6:30 PM	Budget Meeting - Assessing, Town Clerk/Tax Collector, Media, Communications, Police, Police Detail, Community Development, General Government, Revenues
December 22nd	Town Council to hold a Public Hearing on any Charter Amendments (if necessary)
January 12 7:00 PM	Regular Council Meeting
December 23rd	Town Council to submit report of the final language of the Charter Amendments along with opinion by Town counsel of legality to Town Clerk in accordance with RSA 49-B:5
January 18 6:30 PM	Budget Meeting – Solid Waste Disposal, Highway, Equipment Maintenance, Buildings and Grounds, Public Works Administration, Wastewater Treatment Fund
January 19 - 6:30 PM	Budget Meeting – Welfare, Library, Parks and Recreation, Summer Day Camp, Fire, Code Enforcement, Proposed Issuance of Debt
January 25 6:30 PM	If needed, Snow Date - Finalize recommended Operating Budget and Special Warrant Articles (if necessary)
January 26 7:00 PM	Regular Council Meeting
January 31 - 6:30 PM	If needed, Snow Date - Finalize recommended Operating Budget and Special Warrant Articles (if necessary)
December 23rd (45 Day review by State)	Town Clerk to file Charter Amendments with the State per RSA 49-B:4-a with Attorney Certification <ul style="list-style-type: none"> • Certified copy of the language • Name and address of the clerk • Sent to SOS, AG and Commissioner of DRA
February 1st	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 8 th 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

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Date	Description of Activity
	February 2023
February 1	Publish notice of 1 st & 2 nd Session of Annual Meeting in a newspaper of general circulation.
February 8	Post notice of February 16 th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a)) Public notice shall be given at least 7 days in advance (7 clear days); RSA 32:5
February 9 <i>7:00 PM</i>	Regular Council Meeting
February 9 (at least 60 days prior to vote)	Last day for Council to vote to put on Charter Amendment on the ballot (within 7 days of receipt of approval by State) RSA 49-B:5, I, b
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, if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, February 4 {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 16 <i>7:00 PM</i>	Special Council Meeting Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2023-24 Proposed Operating Budget • Collective Bargaining Agreement(s) – no changes can be made, too late (2/8) • Proposed Issuance of Debt • Petitioned Bonds Review of Default Budget
February 17	Finalized Operating Budget and Town Warrant left at Town Council Chambers for Council signature.
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 21	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- March 3 at <i>5:00PM</i>	Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)
February 23- <i>7:00 PM</i>	Regular Council Meeting

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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 Deadline for posting copies of Charter Amendment language (if approved by State) at clerk's office for public to take and posted in two public places and in local newspaper.
March 2023	
March 3	Annual Report documents submitted to the printer.
March TBD	School Deliberative Session
March TBD	School Deliberative Session IF NEEDED (Snow Date)
March 9– 7:00 PM	Regular Council Meeting
March 10	Post Agenda for Town Council's Special Session immediately following Deliberative
March 15 7:00 PM	Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)
March 17 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 23 – 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)]
April 3	Last day to post Sample Ballot at all polling places and at the Town Clerk's Office (RSA 40:13, II).
April 2023	
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 14	Charter Amendment: If passed, Town Clerk prepares and signs 2 certifications containing amendment language and that it was approved at Town Meeting and file one copy with SOS and keep one copy with Town Clerk

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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 14	Council considers Default Budget or special Town meeting (if necessary)
April 14	Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds. Within 10 days of vote
April 21	Final day for Candidates to remove all political advertising (RSA 664:1, 17 and RSA 40:13, VII) 2 nd Friday after election
May 1	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 of close of meeting)

Reviewed by:

- Diane Trippett, Town Clerk/Tax Collector
- Thomas Boland, Finance Director
- Paul Micali, Town Manager
- Finlay Rothhuas, Town Council Chairman
- Matt Upton, Esq., Town Legal Counsel (Keri Roman)