Board of Selectmen & Budget Committee Meeting Dates

Important Dates for Local Officials
2023 SB2 MARCH TOWN MEETING

SEPTEMBER 2022

Monday, September 19, 2022- 5:00 p.m.
Board of Selectmen Budget Meeting- Full Budget presentation from each Department & Warrant Articles

OCTOBER 2022

Monday, October 03, 2022- 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Monday, October 17th, 2022- 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

NOVEMBER 2022

Monday, November 07, 2022- 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Wednesday, November 09, 2022- 6:00 p.m.
Gilmanton Budget Committee Meeting- Presentations by Executive/Finance, General Asst/ General Gov., Community Development, & Warrant Articles

Monday, November 14, 2022- Per State
First day to accept petitions to amend zoning ordinance, historic district ordinance, or building code for consideration at the 2023 town meeting. [RSA 675:4; 40:13, VII]

Wednesday, November 16, 2022- 6:00 p.m.
Gilmanton Budget Committee Meeting- Presentations by Highway & Transfer Department

Monday, November 21, 2022- 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Wednesday, November 30, 2022- 6:00 p.m.
Gilmanton Budget Committee Meeting- Presentations by Police & Fire Department

DECEMBER 2022

Monday, December 05, 2022- 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Tuesday, December 6, 2022- Per State
Last day for voters to present application to select board to call special town meeting prior to annual meeting if your deliberative session is held on the first Saturday. Petition must be received no later than 60 days before the next annual meeting, so deadline depends on date of First Session. Number of petitioners required depends on size of town. [RSA 39:3; 40:13, III]

Wednesday, December 07, 2022- 6:00 p.m.
Gilmanton Budget Committee Meeting- Presentations by Town Clerk/ Tax Collector Corner Library, Sawyer Lake District, & Outside Agencies

Wednesday, December 14, 2022- 6:00 p.m.
Gilmanton Budget Committee Meeting- Presentation by School

Wednesday, December 14, 2022- Per State
Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the March 14, 2023 town meeting. [RSA 675:4; 40:13, VII]

Monday, December 19, 2022- 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Wednesday, December 21, 2022- 6:00 p.m.
Gilmanton Budget Committee Meeting- Review

JANUARY 2023

Monday, January 02, 2023- New Year's Day- Observed-TBD

Wednesday, January 04, 2023- 6:00 p.m.
Gilmanton Budget Committee Meeting- Public Hearing- Town and School Budget
Thursday, January 05, 2023 -Snow Date for Public Hearing

Friday, January 6, 2023- Per State
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, :7 – 10 clear days before January 17]

Friday, January 6, 2023- Per State
Last day for voters to petition select board to include an article in the warrant proposing a bond governed by RSA 33:8-a. [RSA 40:13, II-a(b)]

Saturday, January 07, 2023- 8:30 a.m.
Gilmanton Budget Committee Meeting- Super Saturday- Town

Tuesday, January 10, 2023- Per State
Last day for select board to publish notice of time, place and subject of public hearing on bond or note issue over $100,000. [RSA 40:13, II-a(a); 33:8-a, I]

Tuesday, January 10, 2023- Per State
Last day for giving notice of January 17 public hearing on annual budget. [RSA 32:5, I; 40:13, II-a (a)]

Tuesday, January 10, 2023- Per State
Last day for voters to petition select board to include an article in the town meeting warrant, provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, January 6. [RSA 39:3; 40:13, II-a(b)]

Tuesday, January 10, 2023- Per State
Budget submission date for collective bargaining. Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [RSA 40:13, II-a (b); 273-A:1, III]

Friday, January 13, 2023- Per State
Last day for governing body to vote to extend polling hours at March 14 elections. [RSA 659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

Saturday, January 14, 2023- 8:30 a.m.
Gilmanton Budget Committee Meeting- Super Saturday- School

Monday, January 16, 2023- Martin Luther King Day - TBD

Monday, January 16, 2023 - 5:00 p.m. - TBD
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Monday, January 16, 2023- Per State
Last day to hold first public hearing by Planning Board on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3] **(See note for January 30. Because final proposal must be included in warrant and posted by January 30, it is strongly recommended that first hearing be held before this date.)**

Tuesday, January 17, 2023- Per State
Last day to publish notice of January 24 session for correction of the checklist (required on day before opening of candidate filing period). Notice must be posted in 2 appropriate places, one of which shall be the 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 654:27; 669:5]

Tuesday, January 17, 2023- Per State
Last day to hold public hearing on annual budget. [RSA 32:5, I and V; 40:13, II-a (c)]

Tuesday, January 17, 2023- Per State
Last day to hold public hearing on bond or note issue over $100,000. Hearing can be held no earlier than 60 days before First Session. [RSA 33:8-a, I; 40:13, II-a (c)]

Wednesday, January 18, 2023- Per State
Last day to post and publish notice for last hearing on January 30 for proposed adoption or amendment of zoning ordinance, historic district ordinance or building code. Notice of the time of place of each hearing must be given 10 days prior to the hearing, not including the day notice is posted or the day of the hearing. [RSA 675:7.]

Saturday, January 21, 2023- Per State
Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway if the First Session is to be held on February 4. Notice must be given no later than 14 days before First Session. [RSA 231:43; 40:13, III]

Tuesday, January 24, 2023- Per State
Supervisors must hold a session from 7 to 7:30 p.m. to correct the checklist on the day before opening of the candidate filing period. [RSA 669:5; 654:27]

Wednesday, January 25, 2023- Per State
First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; 652:20; 40:13, VII]

Thursday, January 26, 2023- Per State
Last day for the official budget committee (if adopted in the town) to deliver copies of the final budget and recommendations to the governing body. [RSA 32:16, IV; 40:13, II-a(c)]

Monday, January 30, 2023- Per State
Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. **[NOTE:** Any proposed ordinance or amendment must be included in warrant, which must be posted today. **For this reason, it is strongly recommended that the final hearing be held before this date.]** Planning board must also determine final form. An official copy of any final proposal must be placed on file in the town clerk's office not later than the fifth Tuesday before town meeting (town meeting is March 14, the fifth Tuesday before is February 7). [RSA 675:3]

Monday, January 30, 2023- Per State
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 for each of the two separate sessions. For the Second Session, the warrant shall also state the hour of the election, hour polls open and close, and which items are to be voted on by ballot. [RSA 39:2; 39:5; 40:13, II and II-a (d)]

FEBRUARY 2023

Friday, February 3, 2023- Per State
Last day for filing declaration 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; 652:20; 40:13, VII]

Friday, February 3, 2023- Per State
Last day for party caucus to nominate candidates for town office in towns using partisan system. [RSA 669:39; 40:13, VII]

Saturday, February 4, 2023- Per State
Earliest date to hold First Session of town meeting. Governing body sets date. [RSA 40:13, III]

Saturday, February 04, 2023- 9:00 a.m.

Deliberative Session - Presentations by the Budget Committee- starting with the Town Budget. School Deliberative Session will begin after the Town Deliberative. Budget Committee Meeting and Selectmen Meeting will be held immediately following the School Deliberative Session.
Saturday, February 11, 2023, is the Snow Date for Deliberative Session

Monday, February 6, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Tuesday, February 7, 2023
All Town Report Materials to be submitted for printing

Tuesday, February 7, 2023- Per State
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 town clerk's office. [RSA 675:3, V.] (See entry for January 30 above—must be ready by that date.)

Saturday, February 11, 2023- Per State
Last day to hold First Session of town meeting. [RSA 40:13, III]

Monday, February 20, 2023- Presidents Day - TBD

Monday, February 20, 2023 - 5:00 p.m. - TBD
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Saturday, February 25, 2023- Per State
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 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 654:27; 669:5; 40:13, VII]

Monday, February 27, 2023- Per State
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. Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at least 7 days before the hearing. [RSA 31:95-d, I (b)]

Monday, February 27, 2023- Per State
A public hearing must be held by the local governing body on the rescission of the adoption of SB2 at least 15 days, but not more than 30 days, before the question is to be voted on. Under RSA 40:14, VII, the question on the rescission of the adoption of SB2 must be placed on the official ballot.

MARCH 2023

Saturday, March 4, 2023- Per State
Supervisors to hold session for correction of checklist for Second Session of 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, 2023- Per State
Last day for town clerk to accept voter registration applications for Second Session of annual meeting. (Voters may register on election day for all town, city, school district and village district elections.) [RSA 654:8; 40:13, VII; 654:27]

Saturday, March 4, 2023- Per State
Reports of transfer, death and removal of names to be acted on by supervisor of the checklist. [RSA 654:27; 654:36–:37; 654:44]

Monday, March 6, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Tuesday, March 7, 2023- Per State
Annual town report with final budget and ballot questions must be available today. [RSA 40:13, II]

Tuesday, March 7, 2023- Per State
Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5; 40:13, VII]

Friday, March 10, 2023- Per State
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 March 4]

Friday, March 10, 2023- Per State
Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-:29]

Monday, March 13, 2023- Per State
The town clerk's office shall be open to receive applications for absentee ballots, to provide voters the opportunity to complete absentee ballots, and to receive returned ballots on the Monday immediately prior to an election at a minimum from 3:00 p.m. to 5:00 p.m. The clerk may designate a deputy clerk or assistant to provide this service, provided the individual has taken the oath of office and has been trained in the requirements for using an absentee ballot and the procedures for issuing and receiving absentee ballots. [RSA 657:1, II (c)]

Tuesday, March 14, 2023- Per State
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; 657:22; 652:20; 40:13, VII]

Tuesday, March 14, 2023- Per State
Second Session of annual meeting to elect officers, to vote on all questions required by law to be on official ballot, and to vote on all warrant articles from First Session of annual meeting. Voters may register at the polls. [RSA 40:13, VII; 654:7-a]. If new tax collector is elected or appointed, select board audits accounts and issues a new warrant. [RSA 41:36] Votes taken at the second session shall not be reconsidered [RSA 40:13, XV]

Friday, March 17, 2023- Per State
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; 652:20]. Provided, however, if the total number of affidavit ballots submitted for that election would, if counted in favor of any candidates, alter the outcome of the election, the deadline for filing recount requests shall be extended until Tuesday, March 21, 2023. [RSA 660:17-a].

Monday, March 20, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Monday, March 20, 2023- Per State
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; 41:26-e]

Tuesday, March 21, 2023- Per State
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]

Friday, March 24, 2023- Per State
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]

APRIL 2023

Monday, April 3, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Monday, April 3, 2023- Per State
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; Rev 1707.13 -- report to be made within 20 days of the town meeting]

Monday, April 3, 2023- Per State
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, 2023- Per State
Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library within 30 days of March 7, the date by which the town report must be made available. [RSA 41:22; 201-A:18]

Thursday, April 13, 2023- Per State
Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [RSA 41:20]

Thursday, April 13, 2023- Per State
Appointed municipal budget committee members must be named within 30 days after town meeting. [RSA 32:15, II]

Monday, April 17, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

MAY 2023

Monday, May 1, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting

Saturday, May 13, 2023- Per State
Ballots and absentee voting materials for election of town officers at town meeting may be destroyed by the town clerk after the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer. [RSA 657:16; 657:22; 659:100–:101;
669:25; 33-A:3-a]

Monday, May 15, 2023 - 5:00 p.m.
Board of Selectmen Meeting- Agenda's set the Thursday before each meeting