

**WIC Notes:** This document was received by selectmen on October 18, 2006. Possible errors highlighted in yellow. WIC comments are in red. Historically this document has been provided as a reference for officials and the voters. The dates for petitioned zoning and code articles are not published. Why?

## TIMELINE-2007 TOWN MEETING

(THIS INCLUDES ONLY THE DATES THAT PERTAIN TO THE BUDGET)

01/09/2007

Tuesday Last day for 25 or more voters or 2 percent of the Total, whichever is less, but in no case less than ten voters, to petition the Selectmen to include warrant article for March Town Meeting (39:3; 40:13,III)

1/09 - Was this date set by BC? Deadline for budget hearings is 01/16/07 per RSA 40:13,II-a(c)

1/09/2007

Tuesday Budget Committee's public hearing on town budget. After the public hearing, the Budget committee will meet to recommend their budget, or recess to another date to meet to recommend their budget.

1/09 is the last date to post notice of budget hearings per RSA 40:13,II-a(a)

1/11/2007

Thursday Town Report should go to printer. (See statute below.)

1/24/2007

Wednesday First day to file for office (last day is February 2,2007).

What does this have to do with the budget? It's a good idea to include it, but why include the disclaimer above?

01/29/2007

Monday Last day for Selectmen to post warrant and budget. 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, hours polls open and close, and which items are to be voted on by ballot.

Should this say "for deliberative session?"

02/02/2007

Friday Town Report should be available. (See statute below.)

02/02/2007

Friday Last day to file for office – no later than 5:00PM

What does this have to do with the budget? It's a good idea to include it, but why include the disclaimer above?

02/10/2007

Saturday **DELIVERATIVE SESSION OF ANNUAL MEETING** to explain, discuss and debate each warrant article and to determine form of questions on ballot, except those warrant article where wording is prescribed by law.

Should start time and location be included for reference?

## The Law

### 40:13 Use of Official Ballot.

I. Notwithstanding RSA 39:3-d, RSA 40:4-e, or any other provision of law, any local political subdivision as defined in RSA 40:12 which has adopted this subdivision shall utilize the official ballot for voting on all issues before the voters.

II. The warrant for any annual meeting shall prescribe the place, day and hour for each of 2 separate sessions of the meeting, and notice shall be given as otherwise provided in this section.

Final budgets and ballot questions shall be printed in the annual report made available to the legislative body at least one week before the date of the second session of the annual meeting.

2007 Should this say "final" warrant and budget?  
02/19/2006 Last day for Selectmen to post warrant and budget. Warrant shall state  
Monday place, day and hour of election, hours polls are open and which items are to be voted by ballot.

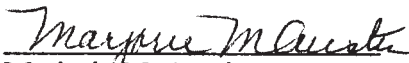
Per RSA 40:13, VII, it should be the second Tuesday in March — the 13th

03/06/2006 SECOND SESSION OF ANNUAL MEETING to elect officers, to vote  
Tuesday 2007 on all questions required by law to be on official ballot, and to vote on all warrant articles from First Session of Annual Meeting.

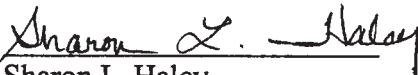
2007  
03/26/2006 Minutes and various reports must be filed with the DRA within 20 days of  
Monday the close of the Town Meeting.

20 days — Wouldn't reports be due on Monday, April 2nd?

Timeline submitted by:

  
Marjorie M. Austin  
Town Clerk/Tax Collector

What function does the accounting supervisor have in submitting election time lines?

  
Sharon L. Haley  
Accounting Supervisor

Timeline accepted and approved by:

  
John Stetser  
Town Manager

What authority does the town manager have to "accept and approve" election time lines?

The date of the budget hearing is set by the budget committee.

The date for the deliberative session is set by the governing body (selectmen).

The "deadline" for the town report is suggested by the property records manager based on negotiated printing schedules.

All other dates are set by RSA 40:13 and do not need to be approved by anyone.

**WIC Notes: In prior years, this timeline, *political in nature*, has been accepted and approved by the board of selectmen.**