



# Department of Revenue Administration

Municipal & Property Division – Municipal Bureau  
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## TRADITIONAL ANNUAL MEETING (MAY) TIMELINE Meeting Date: Tuesday, May 14, 2024

Date*	Action	RSA §	Parameters*
Wednesday, January 31	Last day for town manager to submit budget to selectpersons	37:6 V	"...on or before the thirty-first day of January..."
Friday, March 8	First deadline to post notice of bond hearing	33:8-a, I	"...at least 7 days before it is held."
Friday, March 15	First day to hold public hearing for bond issue over \$100,000	33:8-a, I	"...at least 15 days, but not more than 60 days prior to the meeting..."
Sunday, April 7	First day to post notice of special revenue fund hearing	31:95-d, I(b)	"...at least 7 days before..."
Tuesday, April 9	Last day for negotiated cost items to be finalized <i>(See RSA § 31:5 – Special Meetings for items not finalized by this deadline)</i>	39:3, 32:5-a, 32:19-a	"...not later than the fifth Tuesday before..."
Tuesday, April 9	Last day for petitioned warrant articles	39:3	"...not later than the fifth Tuesday before..."
Friday, April 12	Last day to post notice of April 19 <sup>th</sup> budget hearing	32:5, I	"...at least 7 days in advance..."
Sunday, April 14	First day to hold public hearing on question of establishing a special revenue fund	31:95-d, I(b)	"...at least 15 days but not more than 30 days before..."
Friday, April 19	Last day to hold at least one budget hearing <i>(Additional hearings may be held, earlier or later, with notice at least seven days in advance.)</i>	32:5, I and V, (d)	"...at least one public hearing on each budget, not later than 25 days before..."
Monday, April 22	Last day to post notice of bond hearing	33:8-a, I	"...at least 7 days before it is held."
Monday, April 22	Last day to post notice of special revenue fund hearing	31:95-d, I(b)	"...at least 7 days before..."
Wednesday, April 24	Last day for budget committee to deliver budget and warrant article recommendations to selectpersons for posting	32:16 IV	"...at least 20 days before..."
Monday, April 29	Last day to post warrant and budget form for annual meeting	39:5	"...at least 14 days before the day of meeting. The 14 days shall not include the day of posting nor the day of the meeting, but shall include any Saturdays, Sundays, and legal holidays within the said period."
Monday, April 29	Last day to hold public hearing for bond	33:8-a, I	"...at least 15 days, but not more than 60 days prior..."
Monday, April 29	Last day to hold public hearing on question of establishing special revenue fund	31:95-d, I(b)	"...at least 15 days but not more than 30 days before..."
Tuesday, May 7	Annual Report with budget made available to voters	41:14 & 32:5 VII (a)	"...at least 7 days prior..." & "...at least one week before..."
Tuesday, May 14	<b>Town Meeting Day</b>	39:1-a	"...second Tuesday of May..."
Monday, June 3	Submit signed and completed forms to DRA through the MTRSP	21-J:34	"...within 20 days of the close of the meeting..."

\* Dates are calculated in accordance with RSA § 21:35.