

Elections / Appointments Schedule for 2023

January 2023

Monday, January 2, 2023

Clerk to notify Supervisors of District Meeting [Date: March 20th; Time: 7:00 PM; Location: WRHS Cafetorium]

Week of January 2, 2023

Commissioners to send a copy of warrant articles to DRA for pre-review

Monday, January 9, 2023

Administrative Assistant to send MS-60A (Auditor Option and Schedule) to DRA

Friday, January 13, 2023

Last day for Voters to present application to Commissioners to call special District meeting prior to 2023 annual meeting. Number of petitioners required depends on size of town. [RSA 39:3 - 60 days before District meeting]

Friday, January 13, 2023

First day to hold public hearing on bond or note issue over \$100,000. Clerk to publish notice of time, place and subject of hearing in a newspaper of general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I - not more than 60 days before District meeting]

Tuesday, January 17, 2023

Last day for Supervisors to publish notice of January 24th session for checklist correction. [RSA 654:27; RSA 669:5 - 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]

Tuesday, January 24, 2023

Supervisors must hold session for correction of the checklist from 7:00 PM to 7:30 PM. Change in party registrations may be accepted. [RSA 669:5 - session for checklist correction must be held on the day immediately prior the filing period for candidates on January 19th]

Wednesday, January 25, 2023

Clerk OPENS Declaration of Candidacy. 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]

February 2023

Friday, February 3, 2023

Last day for filing Declarations of Candidacy. Candidate must file in person. Clerk's office must be open at least from 3 p.m. and 5 p.m. [RSA 669:19; RSA 652:20 – the Friday next following the first day for candidates to file declarations of candidacy on January 19th]

Tuesday, February 7, 2023

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 Commissioners to include an article in the warrant [RSA 39:3 – fifth Tuesday before town meeting]

Friday, February 10, 2023

Last day for Clerk to give notice of February 17th public hearing on annual budget [RSA 32:5, I – 7 days before budget hearing]

Friday, February 17, 2023

Last day for Budget Committee and Commissioners 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). [RSA 32:5, I & V – 25 days before District meeting]

Friday, February 17, 2023

Commissioners submit Warrant and Budget to Towns of Tilton and Northfield for inclusion in their annual report

Monday, February 20, 2023

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

Wednesday, February 22, 2023

Last day for Budget Committee to submit 2 copies of signed annual budget (MS-37) to Commissioners for them to post with warrant. [RSA 32:16, IV – at least 20 days before District meeting]

Saturday, February 25, 2023

Last day for Supervisors to publish notice of the day, hour and place of March 4th 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 669:5; RSA 654:27-:28]

Monday, February 27, 2023

Commissioners to hold public hearing on question of changing the purpose of a special revenue fund. If the business session of the meeting is held on the same date as the official ballot voting

day, March 14, then this is the last day for that hearing. If the governing body has chosen another day for the business session, this public hearing must be held at least 15 days before the date chosen for the business session. [RSA 32:95-d(b)]

Monday, February 27, 2023

Commissioners to hold public hearing on the establishment of a special revenue fund at least 15 but not more than 30 days before the question is voted on. If the business session of the meeting is held on the same date as the official ballot voting day, March 14, then this is the last day for that hearing. If the governing body has chosen another day for the business session, this public hearing must be held at least 15 days before the date chosen for the business session. [RSA 32:95-d(b)]

Monday, February 27, 2023

Last date for Clerk to post the Budget (MS-37) and Warrant for District Meeting 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; 31:95; 669:2 – 14 days before District meeting]

March 2023

Saturday, March 4, 2023

Last day for Town Clerk to accept voter registration applications for town meeting day (Voters may register on election day for all town elections). [RSA 64:8; RSA 654:27, deadline for Town Clerk to accept voter registration is the same date as the date for the last checklist session correction – the Saturday no less than 6 and no more than 13 days before District meeting]

Saturday, March 4, 2023

Supervisors must hold session for correction of the 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; RSA 654:28; RSA 669:5]

Tuesday, March 7, 2023

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

Tuesday, March 14, 2023

Election Day: Town, School and TNFD. Voters may register at the polls on election day.

Friday, March 17, 2023

Last day for any person for whom a vote was cast to apply to Clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Clerk must be available at least between 3 p.m. 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; 652:20 – Friday next following District meeting/election] 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 a recount request shall be extended until Tuesday, March 21, 2023 [RSA 660:17-a].

Sunday, March 19, 2023

Last day for Clerk 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, 2023

District Meeting – Budget Committee and Commissioners to attend. WRHS Cafetorium 7:00 p.m. Clerk to take minutes and swear in newly elected officials afterwards.

Tuesday, March 21, 2023

Last day for 10 voters of a town to petition Clerk to recount ballots on any question printed on official ballot. [RSA40:4-c – last day to seek recount is 7 days from date of town meeting]

Tuesday, March 21, 2023

Earliest day on which reconsideration of a March 14th vote on a bond 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, 2023

Clerk to forward to Commissioners 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 Commissioners. [RSA 35:11]

April 2023

Monday, April 3, 2023

Clerk must report names and addresses of all District officers (MS-123) 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 District meeting.]

Monday, April 3, 2023

Minutes of District Meeting and various reports must be filed with DRA within 20 days after the close of District meeting. [RSA 21-J:34]

- Commissioners to submit MS-232 (Report of Appropriations), Signed Warrants and Annual Report
- Budget Committee to submit MS-737
- Clerk to submit Signed Minutes to DRA. [RSA 21-J:34]
- Auditors to submit MS-535 (Financial Report) to DRA with copy of the Audit/Review (Or after Audit with copy of the Audit/Review)

Thursday, April 13, 2023

Appointed members of the Budget Committee must be named within 30 days of District meeting by the Moderator. [RSA 32:15, II]

May 2023

Saturday, May 13, 2023

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

September 2023

Friday, September 1, 2023

Treasurer to submit MS-34 (Estimate of Revenues) to DRA.

Please call the TNFD office at 286-4781 for more information. one Conversations: