

TOWN OF RAYMOND
BOARD OF SELECTMEN & BUDGET COMMITTEE
MEETING SCHEDULE

November 2021- March 2022 Updated 11-4-21

PLEASE BE ADVISED THAT MEETING DATES & TIMES MAY BE ADDED OR DELETED

Date	Events / Info	Location
2021	2021 Calendar Dates	
11/8	First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at 2022 Town Meeting	
11/9	BUDGET COMMITTEE MEETING	RHS 6:30PM
11/15	BOS MEETING	RHS 6:30PM
11/30	BUDGET COMMITTEE MEETING	RHS 6:30PM
12/7	BUDGET COMMITTEE MEETING	RHS 6:30PM
12/8	Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at 2022 Town Meeting	
12/14	BUDGET COMMITTEE MEETING	RHS 6:30PM
12/16	BUDGET COMMITTEE MEETING	RHS 6:30PM
12/20	BOS MEETING	RHS 6:30PM
12/24	CHRISTMAS EVE – CHRISTMAS DAY HOLIDAY OBSERVED OFFICES CLOSED	
12/25	CHRISTMAS DAY	
12/31	NEW YEAR'S EVE – NYE HOLIDAY OBSERVED – OFFICES CLOSED	
2022	2022 Calendar Dates	
1/1	NEW YEARS DAY	
1/4	BUDGET COMMITTEE PUBLIC HEARING (POST 10 DAYS BEFORE)	

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1/6	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]	
1/6	BUDGET COMMITTEE PUBLIC HEARING SNOW DATE (POST 10 DAYS BEFORE)	
1/7	Last day for governing body to vote to extend polling hours at March 8 elections	
1/10	BOS MEETING (TENTATIVE DATE)	RHS 6:30PM
1/11	BUDGET COMMITTEE 2ND PUBLIC HEARING (POST 10 DAYS BEFORE)	
1/11	<ul style="list-style-type: none"> • Last day to publish notice of January 18 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] • 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 7. [RSA 39:3; 40:13, II-a(b)] Important Calendar Category: SB2/Official (March) Town Meeting Calendar • Last day for giving notice of January 18 public hearing on annual budget. [RSA 32:5, I; 40:13, II-a (a)] • 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] 	
1/13	BUDGET COMMITTEE PUBLIC HEARING – SNOW DATE (POST 10 DAYS BEFORE)	RHS 6:30PM
1/17	MARTIN LUTHER KING DAY – HOLIDAY OFFICES CLOSED	
1/17	<ul style="list-style-type: none"> • 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 31. Because final proposal must be included in warrant and posted by January 31, it is strongly recommended that first hearing be held before this date.) 	
1/18	<ul style="list-style-type: none"> • 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)] • Supervisors must hold a session from 7 to 7:30 p.m. to correct the checklist on day before opening of candidate filing period. [RSA 669:5; 654:27] 	

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	<ul style="list-style-type: none"> Last day to hold public hearing on annual budget. [RSA 32:5, I and V; 40:13, II-a (c)] 	
1/19	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]	
1/20	Last day to post and publish notice for last hearing on January 31 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.]	
1/24	BOS MEETING (TENTATIVE DATE)	RHS 6:30PM
1/27	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)]	
1/28	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]	
1/31	BOS MEETING (TENTATIVE DATE)	RHS 6:30PM
1/31	<ul style="list-style-type: none"> 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 8, the fifth Tuesday before is February 1). [RSA 675:3] 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 40:13, II and II-a (d)] 	
2/1	<ul style="list-style-type: none"> 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 31 above—must be ready by that date.) 	

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2/5	TOWN DELIBERATIVE SESSION Earliest date to hold First Session of town meeting. Governing body sets date. [RSA 40:13, III]	RHS 10am
2/12	SCHOOL DELIBERATIVE SESSION Last day to hold First Session of town meeting. [RSA 40:13, III]	RHS 10am
2/14	BOS MEETING- TENTATIVE DATE	RHS 6:30PM
2/19	Last day to post and publish notice, of the day, hour, and place of February 26 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]	
2/21	HOLIDAY – PRESIDENT’S DAY – TOWN OFFICES CLOSED	
2/21	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)]	
2/26	<ul style="list-style-type: none"> • 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] • Supervisor of Check list Reports: 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] • 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] 	
3/1	<ul style="list-style-type: none"> • Annual town report with final budget and ballot questions must be available today. [RSA 40:13, II] • Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5; 40:13, VII] 	
3/7	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	

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	ballot and the procedures for issuing and receiving absentee ballots. [RSA 657:1, II (c)]	
3/8	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]	
3/8	TOWN VOTING- SECOND SESSION 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]	IHGMS 7AM-7PM
3/11	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]	
3/14	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] BOS MTG ELECTION OF OFFICERS/ORGANIZATION MTG	RHS 6:30PM
3/15	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]	
3/18	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]	
3/28	<ul style="list-style-type: none"> • Minutes 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] • 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] 	
3/31	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 1, the date by which the town report must be made available. [RSA 41:22; 201-A:18]	
4/7	Appointed municipal budget committee members must be named within 30 days after town meeting. [RSA 32:15, II]	
5/7	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]	

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