



# NH Municipal Association's On-Demand Program

Please complete this form and email to NHMA's Legal Services team at [legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org)

Type of Training and Cost  <i>Check all that apply.</i>	\$ 400.00 Virtual	2-hour presentation with 1 NHMA Presenter	
	\$ 550.00 In-Person	2-hour presentation with 1 NHMA Presenter	
	\$ 400.00 Virtual	Finance related 2-hour presentation - Virtual	
	\$ 550.00 In-Person (	Finance related 2-hour presentation – In-Person	
	\$ 100.00 In-Person (+1)	Add cost for 2 <sup>nd</sup> NHMA Presenter (In-Person)	
	\$ 700.00 In-Person (2)	3-hour presentation with 2 NHMA Presenters on the Right-to-Know Law for Law Enforcement Personnel	
Today's Date			
Name & # of person completing form			
Municipality or Group asking for Training			
<u>Subject of Training</u> (see next page)			
Please provide us with 3 Dates your Board is Available  <i><b>Blackout dates:</b> September for the Basic Law of Budgeting and the entire month of October for all On Demands.) All presentations are subject to staff availability.</i>	1 <sup>st</sup> Choice:	2 <sup>nd</sup> Choice:	3 <sup>rd</sup> Choice:
Start Time (no earlier than 9:30 a.m. & no later than 7:00 p.m.)			
Estimated number of attendees			
Does your facility have a/v equipment? (computer, projector & screen, type of connection)			
Can your facility be set up in a classroom style (tables & Chairs for attendees) with a head table for the Presenter?			
Street address to the facility			
Emergency contact name and telephone number for Presenter (especially for evening travel)			
Contact name, address and email to send the invoice  <b>Note:</b> You may invite local officials from the surrounding NHMA member municipalities and have them pay your town a portion of that cost. Hosting municipality is responsible for payment.			
Additional Notes or Comments:			
<p><b>Thank you for your interest in NHMA's On Demand Program. Your request will be reviewed, and a response will be provided shortly.</b></p>			

## **On Demand Training Subjects**

The Basic Law of Budgeting

Conflicts of Interest and Ethics for Local Officials

Charter Government in New Hampshire

Effective Public Meetings

Discrimination Issues in the Workplace

Employment Law Overview

Everything You Wanted to Know about FMLA and FLSA But Were Afraid to Ask

ZBA Decision Making Process

Planning Board Roles and Responsibilities

The Recreation Commission

New Hampshire's Right-to-Know Law: RSA 91-A

Public Meetings

Governmental Records

Right-to-Know Law for Law Enforcement

A Hard Road to Travel: The Intersection of Land Use and Road Law

A Hard Road to Travel: Road Formation, Classification & Discontinuance

Roads: Liability, Regulation & Maintenance

Tax Deeding Workshop

Select Board and Town Manager: Roles, Responsibilities & Relationships

Select Board's Roles, Responsibilities & Relationships with Other Officials

The Art of Welfare Administration

Workshop for City and Town Councilors, Mayors and Aldermen

Getting to Know Library Statutes

**Finance-related On Demands, presented by NHMA's Government Finance Advisor, are also available and include:**

Default Budget Calculations-Putting the Law into Practice

Changing from a Calendar Year to a Fiscal Year- What are the Options?

Accounting and the Revolving Fund- Best Practices

Tying the Capital Improvement Plan to a Long-Term Funding Strategy

How to Measure and Analyze the Fiscal Capacity of Your Municipality