



# Getting to Know NHMA's Membership Benefits

Margaret Byrnes, Executive Director  
Tim Fortier, Communications Coordinator  
December 7, 2022

# Today's Presenters

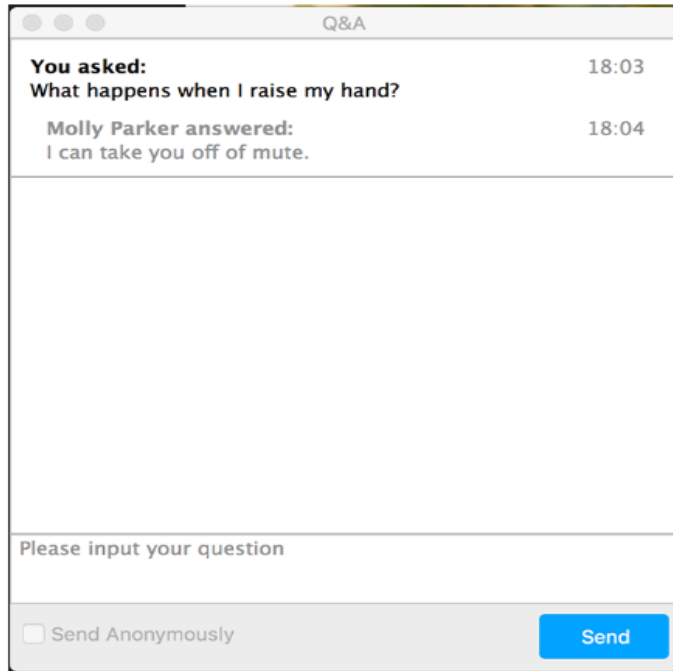


*Margaret Byrnes*  
*Executive Director*



*Timothy Fortier*  
*Communications Coordinator*

# How Do I Ask a Question?



The chat function for this workshop has been disabled.

In order to ask a question of our host or a panelists, open the Q&A function found in the Zoom toolbar. Type you questions in the Q&A and they will be answered in the order they are received.

Once your question has been answered, it will then appear under the *Answered* tab.

# Today's Agenda

- About NHMA
  - Full, affiliate and associate members
  - Governance and staff
- Legal Services
  - Legal Advisory Service
  - Employment Law Hotline
  - Court Updates
  - On-Demand Training
  - Right-to-Know Training
- Legislative Advocacy
  - New Software Program
  - Legislative Bulletin
- Training and Education
  - Publications
  - Workshops & Webinars
  - Communications
- Website Benefits
  - Free Classified Ads
  - Free Monthly Webinars
  - Federal Funding Resources (NHMA website)
  - Financial Services (State Aid Booklet)
  - Workshop/Webinar Archive
  - Wage & Salary Survey
  - Municipal Directory
  - Important Date Calendars
  - Product & Service Directory
  - Understanding NH Property Taxes
  - Archives/Tutorials



# Who is NHMA?



Voluntary, non-profit, non-partisan membership organization



Expressly authorized by state law (RSA 31:8-a)



100% membership

Many associate members

# Our Mission

NHMA is a non-profit, non-partisan membership association established in 1941. It is a member-funded, member-governed, and member-driven association that works to strengthen New Hampshire cities and towns and enhance their ability to serve the public. Through the collective power of cities and towns, NHMA promotes effective municipal government by providing education, training, advocacy and legal services.

# Three “primary” services



Legal Services



Advocacy Services



Education & Resources

# NHMA's Legal Advisory Services



Open 8:30 a.m. - 4:30 p.m.

- Email: [legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org)
- Phone: 603-224-7447

Provide general legal advice

- Not comprehensive legal review of documents
- Not drafting individualized ordinances or charters
- Not reviewing specific applications before local boards
- Not settle intra-municipal disputes
- [Guide to NHMA legal services - FAQ](#)

Goal: Response w/in 48 hours

[legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org)/[603.224.7447](tel:603.224.7447)/[www.nhmunicipal.org](http://www.nhmunicipal.org)



# On Demand Workshops



- ▶ Presentations in your city or town, at your convenience, by NHMA staff on a set menu of topics
- ▶ Approximately two-hour program with opportunity for questions
- ▶ \$550.00 flat fee (\$400 for virtual)
- ▶ Members paying dues in excess of \$15,000 are provided one complimentary On-Demand presentation per year

# On Demand Workshops



- The Right-to-Know Law: Public Meetings and Nonpublic Sessions
  - The Right-to-Know Law: Governmental Records
- Right-to-Know Law for Law Enforcement (3-hour presentation at a cost of \$725)
  - Effective Public Meetings
  - ZBA Decision-Making Process
  - Planning Board Roles and Responsibilities
  - The Basic Law of Budgeting
  - Conflicts of Interest and Ethics for Local Officials
- 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
  - Discrimination Issues in the Workplace
  - Employment Law Overview
- Everything You Wanted to Know about FMLA and FLSA But Were Afraid to Ask
  - The Recreation Commission
  - 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 & Aldermen
  - Getting to Know Library Statutes
- Other topics as may be arranged with staff (additional fee may apply)

# Important Dates Calendars



## Important Dates Calendar

Traditional (March) Town Meeting Calendar

Choose Calendar

DOWNLOAD ICAL CALENDAR

SUBSCRIBE TO ICAL CALENDAR

December 2022

« PREV

NEXT »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14 Last day to petition amend zoning or building code	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Publish first zoning hearing notice



# NEW HAMPSHIRE MUNICIPAL ASSOCIATION

ABOUT

ADVOCACY

LEGAL SERVICES

EVENTS & TR

## RESOURCES & PUBLICATIONS

Federal Funding and Resources

Advertising Opportunities

Classifieds

Court Update -2022 Edition

Important Dates Calendars - iCal

Important Dates Calendars -  
Printable Pdfs

Municipal Directory

NHMA Shop

NewsLink

Product & Service Directory

[Home](#) > [Resources & Publications](#) >

## Calendars -Printable Pdfs

### 2023 Important Dates Calendars

[2022 Important Dates General Calendar](#)

[2023 Important Dates General Calendar](#)

[2023 Important Dates - SB2 March Town Meeting](#)

[2023 Important Dates - SB2 April Town Meeting](#)

[2023 Important Dates - SB2 May Town Meeting](#)

[2023 Important Dates - Traditional March Town Meeting](#)

[2023 Important Dates - Traditional May Town Meeting](#)

### 2022 Important Dates Calendars

New  
Hampshire  
Supreme Court  
Appeals:  
*Amicus Curiae*

# Advocacy

Represent interests of cities and towns before legislature and state agencies

Do not support or endorse any candidates or parties

Advocacy is based entirely on the Legislative Policies and Principles set by our members

- Legislative Policy Process

Local officials are crucial to advocacy

Guide to Legislative Advocacy

State Aid to Municipalities

Legislative Bulletin

New this year:  
FastDemocracy!



[Home](#) >

## NHMA Bill Tracker: FastDemocracy

The New Hampshire Municipal Association (NHMA) represents the interests of cities and towns before the New Hampshire General Court (House and Senate) and various state agencies based on its member-adopted [principles and policies](#). The New Hampshire legislative session happens each year between the months of January and June. Each legislative cycle, NHMA tracks state actions that could significantly affect New Hampshire's 234 municipalities.

In addition to the weekly Legislative Bulletin, NHMA provides members access to FastDemocracy, an online bill tracking platform, for efficient, real-time updates to legislative activity of interest to members. Members do not need to create a FastDemocracy account to access this information, but they are able to create an account if they wish.

Click on the subgroups below to see information on bills from either the previous, or current legislative cycle within each category, and view the NHMA's stance on the measures. Subscribe to the bill list(s) to receive daily or weekly email updates, including new bill actions and upcoming hearings.

[ALL BILLS](#)[ECONOMIC DEVELOPMENT](#)[EDUCATION FUNDING](#)[ELECTIONS](#)[ENERGY AND ENVIRONMENT](#)[INFORMATION TECHNOLOGY](#)[LABOR](#)[LAND USE](#)[LOCAL AUTHORITY](#)[PROPERTY TAX](#)[RETIREMENT](#)[RIGHT-TO-KNOW](#)[STATE AID](#)[SUBSTANCE USE](#)[TRANSPORTATION](#)

# Financial Services

- ▶ State Aid book
- ▶ The Basics of Financial Policy
  - ▶ New program coming in 2023!
- ▶ Basic Law of Budgeting
- ▶ Budget & Finance workshop
- ▶ General guidance on municipal finance





# Training and Education

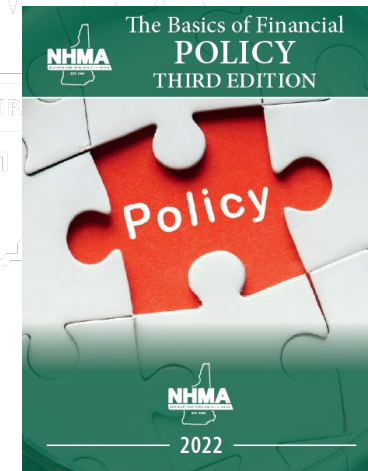
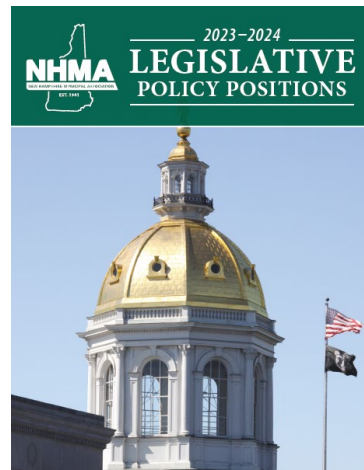
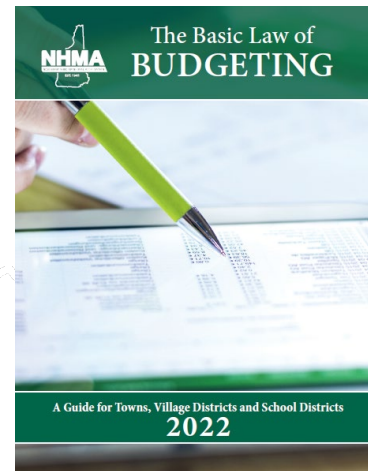
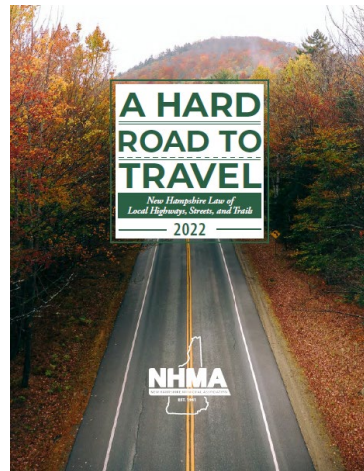
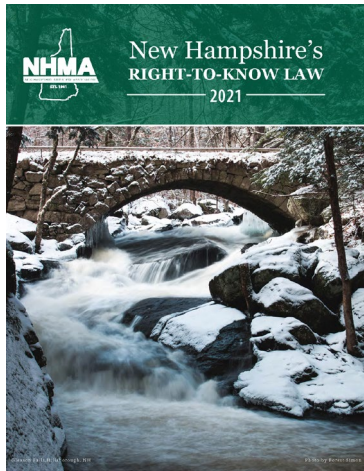
## Publications

- Members receive complimentary copies of certain publications and may buy others/additional copies at member price

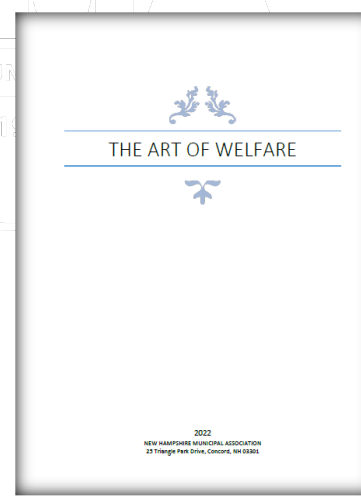
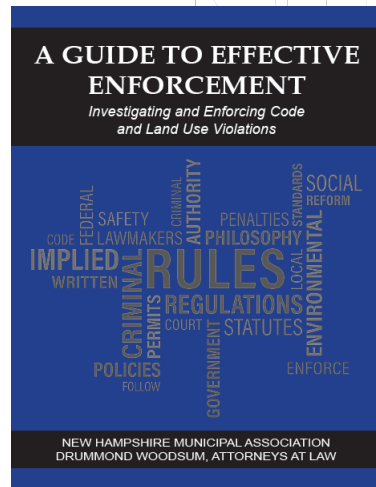
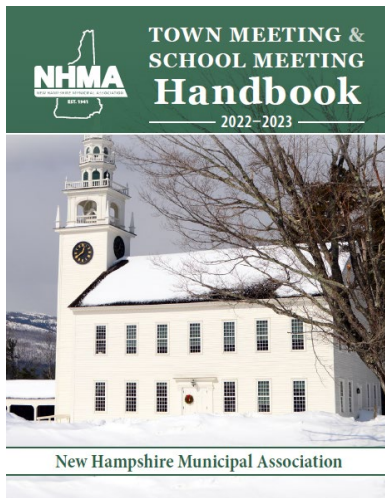
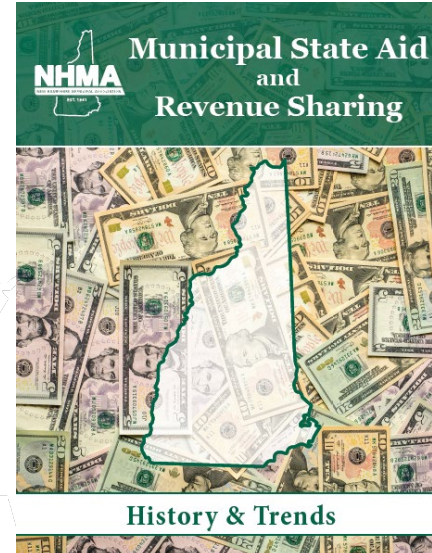
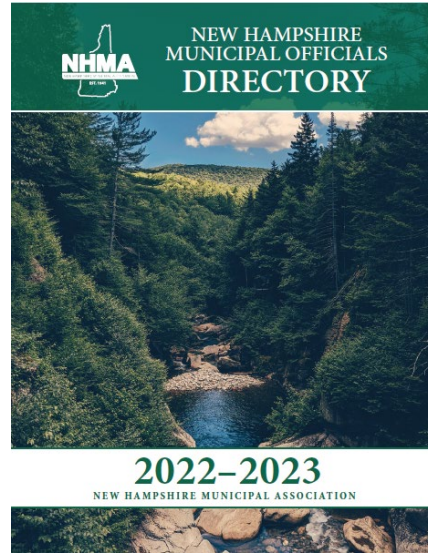
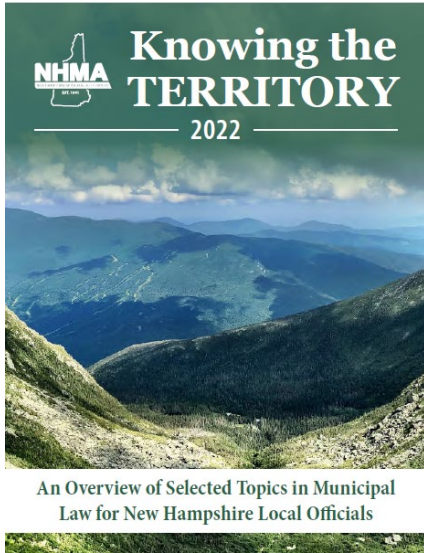
## Workshops & Webinars

- Various topics held throughout the year
- In person, virtual, and hybrid opportunities
- Webinar series
- Event archive on our website

# Training and Education - Publications



# Training and Education- Publications



# Training and Education - Workshops and Webinars

Local Officials Workshop

Right-to-Know Law Workshops

Hard Road to Travel Workshops

Moderators Workshop

Budget and Finance Workshop

Municipal Land Use Law Conference

Municipal Trustees Training Workshop

Local Welfare Workshop

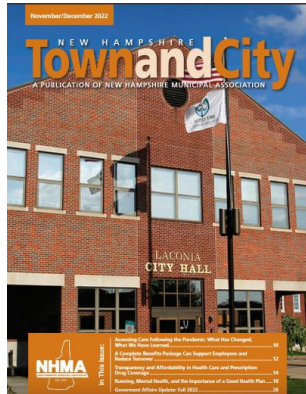
NHMA Annual Conference

\*The above list contains NHMA's regular annual workshops. Additional workshops and training events are offered throughout the year, and webinars on various topics are held monthly.



# NHMA's Annual Conference

# Training and Education - Communications



**Town & City Magazine**— Six issues per year; members receive complimentary copies, depending on size; in-depth articles on the broad range of issues faced by municipalities and other local governments

NEW HAMPSHIRE MUNICIPAL ASSOCIATION

A screenshot of the NewsLink newsletter. The header features the "NewsLink" logo with a red signal icon and the text "YOUR SOURCE FOR LOCAL GOVERNMENT INFORMATION" and "NEW HAMPSHIRE MUNICIPAL ASSOCIATION". Below the header is a navigation bar with links: "About", "Advocacy", "Legal Services", "Events", "Resources", and "Federal Funding". The main content area includes a paragraph about NewsLink being a bi-weekly newsletter, a "REMINDER" section with the text "Please Complete the Post-Pandemic Economic Conditions of Towns and Cities Survey by December 14, 2022", and a "reminder" section with the text "Responses Due by Wednesday, December 14, 2022" and a paragraph explaining the need for updated information on the post-pandemic economic conditions of towns and cities.

**NewsLink**—Bi-weekly electronic newsletter that delivers information to you quickly, including notice of workshops, webinars, and upcoming events by NHMA and others

# Website Benefits

- Online Shop - 50% with member log-in
- Free Classified Ads
- Court Updates & Right-to-Know Resources
- Federal Funding and Resources (State Aid Booklet)
- Important Date Calendars (printable PDFs and I-Cals)
- Municipal Directory
- Product and Service Guide
- Archived Workshop & Webinar Materials
- Wage Salary Survey
- How-to Tutorials/Instructional Videos

# NHMA Website



**NEW HAMPSHIRE**  
MUNICIPAL ASSOCIATION

[STORE](#) [CLASSIFIEDS](#) [PUBLIC NOTICES](#) [MY ACCOUNT](#) ▾



[ABOUT](#)

[ADVOCACY](#)

[LEGAL SERVICES](#)

[EVENTS & TRAINING](#)

[RESOURCES & PUBLICATIONS](#)

## MEMBER BENEFITS

[50% Off Store Items](#)

[Municipal Wage Data](#)

[Training Resources by Topic](#)

[Webinar and Virtual Workshop Archive](#)

[Weekly Membership Calls](#)

[Website Tutorials](#)

November/December 2022

## New Hampshire Town and City Magazine – November/December 2022

Featured articles by HealthTrust professionals and their partners on Accessing Care Following the Pandemic, Transparency and Affordability in Health Care, a Complete Benefits Package Can Reduce Turnover and Running, Mental Health and the Importance of a Good Health Plan.

[READ NOW!](#)





# NHMA Website

## ABOUT

- Association Management
- Financial Services
- Governance
- Location and Contact Info
- Membership & Dues
- NHMA Staff
- Partners
- Public Notices

## ADVOCACY

- About Advocacy
- Legislative Bulletins
- Legislative Policies and Principles
- State Aid to Municipalities

## LEGAL SERVICES

- Court Updates
- On-Demand Training
- Right to Know Law

## EVENTS & TRAINING

- Events Calendar
- NHMA Annual Conference
- Webinars
- Workshops

## RESOURCES & PUBLICATIONS

- Federal Funding and Resources
- Advertising Opportunities
- Classifieds
- Court Update -2022 Edition
- Important Dates Calendars - iCal
- Important Dates Calendars - Printable Pdfs
- Municipal Directory
- NHMA Shop
- NewsLink
- Product & Service Directory
- Surveys and Data
- Town & City Magazine
- Understanding New Hampshire Property Taxes

# NHMA Website

## Upcoming Events & Training

 [View Full Calendar](#)

<p>WEDNESDAY, DEC 07 12:00 PM TO 1:00 PM</p> <p>REGISTRATION OPEN: Getting to Know NHMA's Membership Benefits Webinar</p>	<p>THURSDAY, DEC 08 12:00 PM TO 1:00 PM</p> <p>REGISTRATION OPEN! Compromise Is Not an Option: Beat Criminals at Their Own Game Through People, Process, and Technology Webinar</p>	<p>WEDNESDAY, DEC 14 12:00 PM TO 1:30 PM</p> <p>REGISTRATION OPEN: Default Budgets &amp; How They Work Webinar</p>	<p>FRIDAY, DEC 16 9:30 AM TO 11:00 AM</p> <p>NHMA Board of Director's Meeting</p>
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## Events & Training

[+ Add Event](#)

December 2022

[« Prev](#) [Next »](#)

Category

- Any -

[APPLY](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
				REGISTRATION OPEN: Developing and Adopting Effective Financial Policies Webinar		
4	5	6	7	8	9	10
			REGISTRATION OPEN: Getting to Know NHMA's Membership Benefits Webinar	REGISTRATION OPEN! Compromise Is Not an Option: Beat Criminals at Their Own Game Through People, Process, and Technology Webinar		
11	12	13	14	15	16	17
			REGISTRATION OPEN: Default Budgets & How They Work Webinar		NHMA Board of Director's Meeting	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Day After Christmas (NHMA Offices Closed)					

# NHMA Website



**NEW HAMPSHIRE**  
MUNICIPAL ASSOCIATION

[STORE](#) [CLASSIFIEDS](#) [PUBLIC NOTICES](#) [MY ACCOUNT](#) 



[ABOUT](#)

[ADVOCACY](#)

[LEGAL SERVICES](#)

[EVENTS & TRAINING](#)

[RESOURCES & PUBLICATIONS](#)

## MEMBER BENEFITS

[50% Off Store Items](#)

[Municipal Wage Data](#)

[Training Resources by Topic](#)

[Webinar and Virtual Workshop Archive](#)

[Weekly Membership Calls](#)

[Website Tutorials](#)



**Compromise Is Not an Option: Beat Criminals at Their Own Game Through People, Process, and Technology Webinar**

12:00 noon - 1:00 pm, Thursday, December 8, 2022. Join TD Bank's Adrienne Terpak and NHMA's Katherine Heck for a discussion about how being agile in response to cyber threats and enhancing capabilities are key to business continuity and preserving trust.

**REGISTRATION OPEN!**



# NHMA Website - Member Benefits Box



The image is a screenshot of the NHMA website's Member Benefits section. At the top left is the NHMA logo, which includes a map of New Hampshire and the text "NHMA NEW HAMPSHIRE MUNICIPAL ASSOCIATION EST. 1941". To the right of the logo is the text "NEW HAMPSHIRE MUNICIPAL ASSOCIATION". Below the logo and text is a navigation bar with the words "ABOUT" and "ADVOCACY" visible. The main content area features a white box with the heading "MEMBER BENEFITS". Inside this box are several light blue buttons with the following text: "50% Off Store Items", "Municipal Wage Data" (which is highlighted with a dark green background), "Training Resources by Topic", "Webinar and Virtual Workshop Archive", "Weekly Membership Calls", and "Website Tutorials". To the right of the white box is a partial view of another page or section, showing a red prohibition sign over the word "Col" and the letters "A P".

**NHMA**  
NEW HAMPSHIRE MUNICIPAL ASSOCIATION  
EST. 1941

NEW HAMPSHIRE  
MUNICIPAL ASSOCIATION

ABOUT    ADVOCACY    L

## MEMBER BENEFITS

- 50% Off Store Items
- Municipal Wage Data**
- Training Resources by Topic
- Webinar and Virtual Workshop Archive
- Weekly Membership Calls
- Website Tutorials

Nov  
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# NHMA Website

**NHMA** MUNICIPAL ASSOCIATION  
NEW HAMPSHIRE MUNICIPAL ASSOCIATION EST. 1941

ABOUT    ADVOCACY    LEGAL SERVICES    EVENTS & TRAINING    RESOURCES & PUBLICATIONS

### MEMBER BENEFITS

- 50% Off Store Items
- Municipal Wage Data
- Training Resources by Topic
- Webinar and Virtual Workshop Archive
- Weekly Membership Calls
- Website Tutorials

## MEMBERSHIP

### Getting to Know NHMA's Membership Benefits Webinar

12:00 noon - 1:00 pm, Wednesday, December 7, 2022. Join NHMA's Margaret Byrnes and Timothy Fortier as they give a full walk-through of all the membership benefits, including access to a treasure-trove of free resources, available to you as full and associate members.

REGISTRATION OPEN!

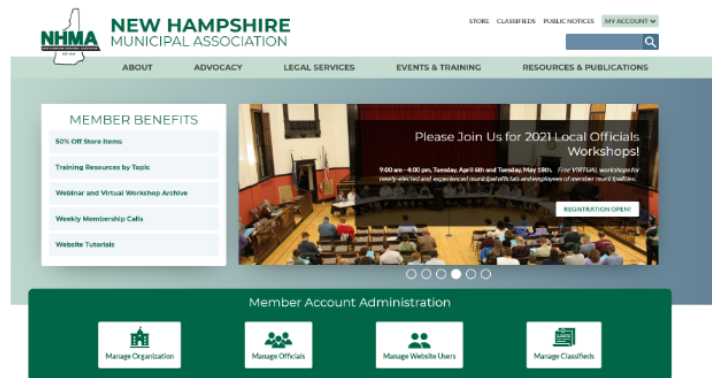
### Member Account Administration

- Manage Organization
- Manage Officials
- Manage Wage Data
- Manage Website Users
- Manage Classifieds

# NHMA Website

## Website Tutorials

These short, instructional tutorials will show you how to best utilize the member-controlled areas, **Member Benefits** and the **Member Account Administration** features, of NHMA's website.



*Start here....*



### [Tutorial #1: Do I Have a Member Account with NHMA?](#)

Duration: 2:49



### [Tutorial #2: Exploring Member Benefits](#)

Duration: 5:14

# NHMA Website



## [Tutorial #3 - Assigned Roles and the Role of the Account Administrator](#)

Duration: 4:43

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## [Tutorial #4 - Managing Your Organization](#)

Duration: 2:06

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## [Tutorial #5 - Managing Your Officials](#)

Duration: 3:10

After every municipal election, we ask that you update your municipal roster **by May 31st**. Thank you.

Don't forget to go "green" by requesting a "digital" copy of NHMA's *New Hampshire Town and City* magazine.

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### NHMA's Subscription Policy

Six issues per year, containing in-depth articles on a broad range of issues faced by cities and towns; up to 20 complimentary hard copies per member, depending on population size, as follows:

<u>POPULATION RANGE</u>	<u># OF SUBSCRIPTIONS</u>
Up to 5,000	5
5,001 - 9,999	10
10,000 -30,000	15
ALL CITIES & Over 30,000	20

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# NHMA Website

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## Tutorial #6 - Managing Wage Data

Duration: 5:16

Please update wage/salary data **by June 31st** ! Thank you.

[Download Excel Spreadsheet containing the municipal positions \(153\) for data-entry into wage/salary portal.](#)

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## Tutorial #7 - Managing Website Users

Duration: 4:36

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## Tutorial #8 - Managing Classifieds

Duration: 3:14

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Thank you for investing your time to review these important tutorials showing you how to use the member-controlled areas of NHMA's website.

If you have any further questions, please contact us at 603.224.7447 or by email at [nhmainfo@nhmunicipal.org](mailto:nhmainfo@nhmunicipal.org).



# Upcoming Webinars



## Compromise Is Not an Option: Beat Criminals at Their Own Game Through People, Process, and Technology Webinar

12:00 noon - 1:00 pm, Thursday, December 8, 2022. Join TD Bank's Adrienne Terpak and NHMA's Katherine Heck for a discussion about how being agile in response to cyber threats and enhancing capabilities are key to business continuity and preserving trust.

**REGISTRATION OPEN!**

**Compromise**



[REGISTRATION NOW OPEN!](#)

# Upcoming Webinars



## Default Budgets & How They Work Webinar

12:00 noon - 1:30 pm, Wednesday, December 14, 2022. Join the experts from the New Hampshire School Boards Association and NHMA as they explain the fundamentals of default budgets: what they are, how they're calculated, and more.

[REGISTER NOW!](#)

[REGISTRATION NOW OPEN!](#)

# Upcoming Webinars



## 2023 Legislative Preview Webinar

**12:00 noon - 1:00 pm, Monday, January 9, 2022.** Join Executive Director Margaret Byrnes, Government Affairs Counsel Natch Greyes, and Government Finance Advisor Katherine Heck, for a look at what the 2023 legislative session has in store for cities and towns.

**REGISTRATION OPEN!**

**[REGISTRATION NOW OPEN!](#)**



for joining  
us today!



### NHMA'S MISSION

Through the collective power of cities and towns, NHMA promotes effective municipal government by providing education, training, advocacy and legal services.



[legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org) /603.224.7447/[www.nhmunicipal.org](http://www.nhmunicipal.org)