
ENVIRONMENTAL Fact Sheet



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Forming a Village District for the Purpose of Impounding Water

A village district may be formed for many reasons. This fact sheet is limited to the formation for the intent of impounding water.

Petition and Town Meeting

A Village District is formed upon petition of 10 or more legal voters of a town. The petition is then brought to the town, at which time the selectmen of the town call a meeting of the legal voters to establish the district. At the meeting the voters may establish the district boundaries, name the district and name the officers. After this, the district becomes a corporate and political body. The newly formed Village District has the powers of the town. Upon Formation of a village district the following information should be filed with the New Hampshire Secretary of State: the name of the district, the powers granted and the territorial boundaries.

Officers and Annual Meetings

The officers required for the formation of a Village District are moderator, clerk, three commissioners, treasurer, and others that may be required to assure proper management of the district. If the Village District is in more than one town, a joint board is formed. The duties of the officers are similar to those of the town. The annual meetings of Village Districts are held on the second Tuesday in March, unless a vote is held to change this date. The notification of upcoming meetings of a Village District is performed in the same manner as town meetings.

Tax Reports

If the Village District is completely within one town, the commissioner shall annually, within 10 days after the annual meeting, certify to the tax commissioner a certificate of the several appropriations and estimated revenues and other information that the tax commission may require. The district treasurer shall report to the state tax commission on the district officers. Selectmen assess the properties of the Village District and submit evaluation with tax assessment to the town clerk. The selectmen then collect district taxes from the properties and pay the treasurer of the district. The Village District has the authority to acquire property by eminent domain.

For more information relative to the design, construction, maintenance and operation of dams, please contact the NHDES Dam Bureau at (603) 271-3406 or email damsafety@des.nh.gov.

This fact sheet is accurate as of December 2019. Statutory or regulatory changes or the availability of additional information after this date may render this information inaccurate or incomplete.