FOR IMMEDIATE RELEASE TO THE RESIDENTS OF GILMANTON, NH

TOWN OFFICES AT THE ACADEMY BUILDING CLOSED TO THE PUBLIC BEGINNING MONDAY, MARCH 23, 2020 (UNTIL APRIL 6, 2020)

We continue to actively monitor the COVID-19 situation, which is rapidly evolving. The Town is committed to the continued health and optimal safety of our residents as well as our employees, and we intend to do our part to “flatten the curve” of the COVID-19 pandemic. To that end, in consultation with Chief Hempel, our Health Officer, we have decided that effective Monday, March 23, 2020, Town Offices will be closed to the public until and including April 6, 2020 at which time the Board of Selectmen will re-assess the situation.

However, we will still be working to serve the residents of Gilmanton. We intend to do our best to operate as a “VIRTUAL TOWN HALL.”

In today’s world, most of the transactions for our residents can be done online or arranged via phone, email, or drop box. Resident questions can and will be answered via phone or email.

Our Town Hall employees will continue to be working at your service as long as allowed by State Legislature and as long as working conditions are considered at low-risk.

As a last resort, you may schedule an appointment at the Academy Building with the appropriate Town personnel to complete your transaction. We, however, ask anyone who is sick to make every attempt to conduct business online, by phone or email and refrain from visiting Town Offices.

FIRE AND POLICE: our incredible Police and Fire Departments will continue to serve the residents of our Town on a “business as usual” basis; however, we ask that you please keep all non-emergency calls to a minimum so that they may devote their time to those residents in need of emergency services. If you have non-emergency COVID-19 related questions, please call 2-1-1 (a state hotline manned 24/7 specifically for such questions).

PUBLIC MEETINGS: All Board of Selectmen meetings will continue as scheduled. The Planning Board, Zoning Board, Conservation, Historic District Commissions, Energy Committee shall individually decide whether their scheduled meetings during the March 23 – April 6, 2020 period are maintained or cancelled. More information will be forthcoming about meetings in April and beyond.

Finally, rest assured that we will be monitoring all local developments related to COVID-19, and as your Town officials, we are committed to timely and ongoing communication about any and all changes to our operating status as well as any recommendations to the public from public health and other government officials.
We ask for your patience during this challenging time. Be sure that our priority is to protect our residents and Town employees. We ask you to exercise care in your personal contacts and follow those practices as recommended by health officials.
“HOW TO” COMPLETE TOWN HALL TRANSACTIONS

WEBSITE: The Town website address is www.Gilmantonnh.org, and The Town Official Facebook page address is https://www.facebook.com/Town-of-Gilmanton-NH-109767093985142. We encourage you to visit the website/Facebook page frequently for new information and updates.

TOWN OFFICES MAILING ADDRESS: Should you need to mail anything to Town Offices, the address is as follows:

(Specify which Department, if possible)
Gilmanton Town Offices
Academy Building
503 Province Road, P.O. Box 550
Gilmanton, NH 03237

DROP BOXES: At the front public entrance to the Academy Building, at the right of the front door, there is a secure drop box where you may drop off checks (NO CASH) or other paperwork. Should your paperwork not fit, please refer to the list of contacts below to make alternative arrangements.

TOWN OFFICES GENERAL TELEPHONE NUMBER: (603) 267-6700 (See contacts below for specific extensions).

TRANSACTIONS: The following is a list of the transactions most often performed for our residents in Town Offices, and directions as to how each may be accomplished until the COVID-19 crisis passes and we can safely re-open our doors:
Tuesday March 17, 2020
RE: Town Clerk/Tax Collector services to be provided during the rapidly evolving COVID-19 pandemic

Governor Sununu issued a state of emergency for the State of New Hampshire on Friday evening due to COVID-19. The Governor has directed all schools to close and work towards a virtual environment until at least April 3rd. Yesterday, March 16th, he restricted public gatherings and is requiring restaurants and bars to utilize mandatory offsite eating only.

I have made the difficult decision to close the Town Clerk/Tax Collector’s Office to public interaction until further notice. By doing this we hope to limit the potential exposure of the virus in our community. I would like to assure our residents that my staff and I do everything we can to provide town services to you during this rapidly evolving pandemic. Staff will be available by phone and email. We expect a high call volume, so please leave a detailed message, including your phone number, and we will return your call as quickly as possible. Please reference our website for continued updates. www.gilmantonnh.org

Vehicles:
Any resident who needs to renew their vehicle registrations has the ability to do so on our website www.gilmantonnh.org. Our online convenience fee through EB2Gov has been waived; however, the fees associated with our citizen’s selected payment type, including credit card and ACH fees, cannot be waived as these fees are charged by our partners who help us bring you these online services. If you would prefer to renew your registrations by mail, we ask that you include the courtesy renewal notice that was mailed to you or provide the plate numbers of the vehicles that you would like to register, along with your check or money order.

Residents may also utilize the drop box located on the front porch of the Academy Building. It can be found to the right of the front door. Please do NOT place cash into the drop box. In order to renew your vehicles, provide a check and the courtesy renewal notice that was mailed to you. If you do not have your renewal notice, please provide the plate numbers of the vehicles that you would like to register.

For residents who have purchased a new vehicle and need to transfer an existing registration, or who need to get new plates, Governor Sununu released a notice today, March 17th, stating that he is authorizing the extension of all temporary plates issued after 3/1/2020 through April 30, 2020. Any resident who does not qualify for this extension will be processed by appointment only. Please call or email our office at 267-6726 (x126 or x127) or tctx@gilmantonnh.org, and we will set a time for you to take care of these transactions.

Vital Records/ Dog Licenses/ Recycling Permits/ Tax Payments:
Any resident who requires a marriage license during this time will be processed by appointment only. Please call or email my office at 267-6726 (x126 or x127) or tctx@gilmantonnh.org, so that we can schedule an appointment.

All tax payments, vital record requests (birth, marriage, or death certificates), dog licenses, and recycling facility applications can be processed through our online portal at www.gilmantonnh.org, by mail, or by utilizing our drop box, located on the front porch of the Academy Building.

I have confidence that these precautions will address the needs of our community without compromising health and safety. Please do not hesitate to email or call with any questions. Thank you for your patience and understanding throughout this difficult time.

Sincerely,

Maura Thomas
Town Clerk / Tax Collector
SELECTMEN’S OFFICE

1. ASSESSING/PLANNING/CONSERVATION

- GIS/Tax Maps: can be found at: https://www.axisgis.com/GilmantonNH/ or accessed on the Town’s website; for questions contact Bre Daigneault at Assessing@gilmantonnh.org or via phone at extension 122.
- Property Record Cards: requests can be made via email; contact Bre Daigneault at Assessing@gilmantonnh.org or via phone at extension 122.
- Filing for Exemptions and Credits: Information and forms can be found on the Assessing Department’s page of the Town website and can be sent by mail or dropped off in the drop box; forms can also be mailed to the applicant by request; questions can be directed to Bre Daigneault at Assessing@gilmantonnh.org or via phone at extension 122.
- Intents and Reports to Cut or Excavate: Can be mailed or scanned/sent to Bre Daigneault at Assessing@gilmantonnh.org
- To file board submissions (including Planning Board and Conservation Commission), applications are available on the Town’s website and can be submitted via email, mail or placed in the drop box; please contact Bre Daigneault at Planning@gilmantonnh.org or via phone at extension 122.

2. BUILDING INSPECTION/CODE ENFORCEMENT

- Building Inspections: As long as construction proceeds, inspections will continue if possible. Please contact Annette Andreozzi at zba@gilmantonnh.org or via phone at extension 111.
- Building permits: Permit application forms for gas, electric or plumbing are available on the Town website and will be accepted via mail or drop box outside Town Hall (attention Annette Andreozzi). Please follow instructions on the website. All other permit applications will require an appointment. Please contact Annette Andreozzi at zba@gilmantonnh.org or via phone at extension 111 to obtain all necessary information to complete the permit application prior to visiting the Town Offices. Payments are to be made by check only (make check to Town of Gilmanton).
- To file land use board submissions (Zoning Board and Historic District Commissions), or to review building, zoning, HDC etc. files, please contact Annette Andreozzi at zba@gilmantonnh.org or via phone at extension 111.
IMPORTANT CONTACTS

Have a question for a particular department? Please contact the following staff members either via email or by phone (267-6700, specific extensions noted below):

• General Questions:

  Town Administrator, Patrick Boré, townadministrator@gilmantonnh.org x 112, or Assistant Town Administrator, Heather Carpenter, hcarpenter@gilmantonnh.org x 110

• Assessing Department questions:

  Breinn Daigneault at Assessing@gilmantonnh.org or via phone at extension 122.

• Planning Department questions:

  Breinn Daigneault at Planning@gilmantonnh.org x 122.

• Conservation questions

  Breinn Daigneault, conservation@gilmantonnh.org x 122

• Building Department questions:

  Land Use Administrator, Annette Andreozzi at zba@gilmantonnh.org x 111

• Finance/HR Department questions:

  Finance Director Brenda Paquette, Finance@gilmantonnh.org x 115.

• General Assistance/Welfare questions:

  Welfare Director, Heather Carpenter hcarpenter@gilmantonnh.org x 110


OTHER DEPARTMENT/SERVICES

HIGHWAY DEPARTMENT:

For any questions related to roads, bridges, culverts, please contact the Road Agent, Paul Perkins at (highway@gilmantonnh.org) or via phone at 364-7711

The Highway Department will maintain business-as-usual with the following adjustments:
• Personnel, contractors and residents to adhere to CDC guidelines with respect to “Social distancing” at the Highway Department facilities as well as at roadwork locations
• Public access to sand sheds at the GYO Park and Stage Road facility is maintained for now and residents are asked adhere to CDC guidelines with respect to “Social distancing” when on premises
• No public access to Office areas at Stage Rd location

TRANSFER STATION:

For any questions related to the Transfer Station and Recycling Services, please contact the Department Head, Ron Nason at transferstation@gilmantonnh.org or via phone at 267-6070

The Transfer Station will maintain business-as-usual with the following adjustments:

• Free room to be closed until further notice
• Personnel and residents to adhere to CDC guidelines with respect to “Social distancing”
• No public access to Office areas
• Removal of all tools (cutters and other tools provided to public for convenience)

All recycling at the transfer station is suspended until further notice. The trash compactor will be available for disposal of household waste. You may dispose of recyclables with your household waste. We ask that if you can retain your recyclables until the situation abates and recycle them later, it would be appreciated. Additionally, please use discretion discarding bulky waste and wait to discard items requiring a disposal fee, such as televisions or propane tanks, until the situation abates.

The transfer Station will continue to take demolition materials, metal, brush and composting material at the current location back down at the bottom of the facility.

CEMETERY SERVICES

All Cemetery Services, Inquires and Planning Issues for only municipally owned/managed cemeteries (see below), and for all non-cemetery burials, donations, cemetery trusts and other such matters:

Candace L Daigle
This is not valid contact information for:
Smith Meetinghouse Cemetery
Pine Grove Cemetery

LIBRARY

Corner Library: closed until April 6
Iron Works Library: closed until further notice
Year-Round Library: closed until further notice (visit website www.gyrla.org for additional details)

VENDORS/SUPPLIERS

Vendors and suppliers delivering at the Town Offices will be required to the extent possible to use the buzzer to alert Town employees of their presence at the door, leave their delivery outside the door and, if there is a need for interaction such interaction will be conducted over intercom if possible.

Subject to availability of supplies, employees will be encouraged to use face masks and gloves when interacting with outside individuals and materials.
Dear Gilmanton Residents,

March 19, 2020

The Gilmanton Police Department LOBBY is now closed until further notice.

We continue to actively monitor the COVID-19 situation, which is rapidly evolving. The Police Department is committed to the continued health and safety of our residents as well as our employees. We are trying to limit exposure to the COVID-19 pandemic as best as we possibly can, while still maintaining a level of professionalism and safety for everyone.

However, this does not mean that we will not be working. In today’s world, a lot of communications with our residents can be done online, by phone. Resident questions can and will be answered via phone or email (M-F 8am-4pm) by calling 267-7401.

For emergencies you may dial 911 or Belknap County at 527-5454 who provides 24-hour dispatch services to the Gilmanton Police Department. You may also call 527-5454 to speak to the on-duty officer.

As a precaution GPD will not be doing employment finger prints, vin verifications, or be having visitors inside the police department. We ask that your 91-a requests are done by phone. If you come to the police department you may call us by phone or by using the call box on the side of the building, then we will come outside to help you. You may notice Officers keeping a greater distance from you than you may be used to, and they will often times be wearing gloves. Please don’t be offended by this, these are all measures we are taking to help your emergency service workers stay healthy so they may assist you in your time of need.

We will continue to update and make changes as we learn more. Make no mistake, the Gilmanton Police Department are still here for you, we are working for you, and we are patrolling your streets. There is no reason to panic, just continue good hand hygiene and social distancing when possible. Feel free to call us with any questions. Thank you for all the continued support.

Respectfully,

Chief Matthew Currier
03/16/2020

GILMANTON FIRE DEPARTMENT COVID -19 PRECAUTIONS
EFFECTIVE MARCH 16TH 2020

In keeping with the recommendations from the CDC regarding social distancing the Gilmanton Fire Department will be implementing the following changes in an effort to minimize any risk to the public or our staff.

Our public service entrance at the IW station at 1824 NH RT 140 will remain open from 7am-7pm, however our service window will remain closed to ensure separation. There is a doorknob inside the entrance that can be used to alert staff of your presence.

We will no longer be issuing fire permits at the station locations. All permits must be obtained at the State web site. https://nhdfiweb.sovsportsnet.net/. There is a $3.00 fee that the State assesses for this service. We apologize for the inconvenience this may pose. Should you have any questions regarding open burning please contact the Firehouse at 364-2500.

All station tours will be suspended until further notice.

We are implementing these measures so that we may ensure the continuity of our service to the community.

As always, we stand ready to serve. In the event of an emergency please dial 911. For all other non-emergent questions please contact us on our business line at 364-2500

Yours in public safety

Chief J. Hempel