FOR IMMEDIATE RELEASE TO THE RESIDENTS OF THORNTON NH

TOWN HALL CLOSED TO THE PUBLIC
BEGINNING WEDNESDAY, MARCH 18, 2020
UNTIL MONDAY, APRIL 6, 2020 (Tentative).

Governor Sununu issued a state of emergency for the State of New Hampshire on Friday evening due to COVID-19. The Governor also directed all schools to close and work toward a virtual environment at least until April 6th. Officials for the Town of Thornton met this morning to discuss our plans moving forward through this crisis.

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, the Board of Selectmen have decided that effective Wednesday, March 18, 2020, Town Hall will be closed to the public until at least Monday, April 6, 2020.

However, we will still be working to serve the residents of Thornton. 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 US Mail. Resident questions can and will be answered via phone or email. Our Town Hall employees will be working on-site and will continue to be at your service.

PUBLIC MEETINGS: Board of Selectmen and Committee meetings in March and early April will be canceled and more information will be forthcoming about meetings in mid-April and beyond.

Please check out the Town’s website for updates to the calendar of meetings that will be taking place.

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.
Please see the following for how we intend to operate our **VIRTUAL TOWN HALL**.

**HOW TO COMPLETE TOWN HALL TRANSACTIONS**

**WEBSITE**: The Town website address is [www.townofthornton.org](http://www.townofthornton.org). We encourage you to visit the website frequently for new information and updates.

**TOWN HALL MAILING ADDRESS**: Should you need to mail anything to Town Hall, the address is as follows: Town of Thornton, 16 Merrill Access Road, Thornton NH 03285

**TRANSACTIONS**: The following is a list of the transactions most often performed for our residents in Town Hall, and directions as to how each may be accomplished until the COVID-19 crisis passes and we can safely re-open our doors:

- **Notary Services**: The Thornton Town Office has suspended Notary Services until further notice.

- **Vehicle registration renewals**: Renewals can be done online via our website portal through the On-Line Payments tab on the Town’s website home page.

- **Registration and title transfers of a newly purchased vehicle from a NH dealership**: The Town of Thornton received notice from Elizabeth Bielecki, Director of Motor Vehicles, Department of Safety that the Governor has authorized the Department of Safety to extend all temporary plates issued after March 1, 2020 until April 30, 2020.

- **Copies of vital records (birth or death certificates)**: An application can be found online via our website on the Forms & Permits page under Town Clerk, Application for Vital Records. Please complete the application and follow instructions on the form for sending the required documents and fees.

- **Dog licensing**: Renewals can be done online via our website portal through the On-Line Payments tab on the home page. Registration of new dogs will need to be completed after April 3, 2020 (tentative).

- **Boat registrations**: Renewal registrations can be done by mail. Please contact Municipal Agent, Desiree Mahurin for more information. New boat registrations will need to be completed after April 3, 2020 (tentative).

- **Voter Registration**: Voter registrations will be available beginning on Monday, April 6, 2020 (tentative). Contact Town Clerk Donna Monti at 603-726-4232 or townclerk@thorntonnh.org during normal business hours of Monday and Tuesday from 8:00 am until 4:00 pm for more information.
• **Tax Payments**: Can be done online via our website portal through the On-Line Payments tab on the home page. If you have any questions or need assistance, please contact Tax Collector, Desiree Mahurin during normal business hours Tuesday - Friday.

• **Property Assessment Records**: Can be viewed online via our website through the Maps & Property Information tab. Please contact Assessing Assistant Mary Conn at bkassessing@thorntonnh.org or at 603-726-8168 for assistance during her normal business hours of Monday through Thursday from 8:00 am until 4:00 pm.

• **Filing for and renewals of Exemptions and Credits, etc.**: Information for verification or renewal can be sent by mail to Mary Conn, Assessing Assistant at Town of Thornton, 16 Merrill Access Road, Thornton NH 03285. All questions can be directed to Mary Conn at bkassessing@thorntonnh.org or at 603-726-8168. The following forms are available online for your convenience at https://www.thornton.nh.us/assessing-department/pages/forms:

**Deadlines to File:**
- Elderly Exemptions: April 15
- Veteran’s Tax Credits: April 15
- Solar Energy Exemption: April 15
- Tax Deferrals: April 15
- Current Use Applications: April 15
- Exempt Property Applications: April 15
- (Charitable, Religious, Educational) Timber Intents: None
- Gravel Intents: None

• **Zoning Compliance Permit Application**: Zoning Compliance Applications can be found via our website Forms & Permits page under Zoning Compliance & Enforcement and will be accepted via US Mail. Payments are to be made by check only. Should you need to drop off plans or applications which cannot be mailed by US Mail, please call Administrative Assistant, Desiree Mahurin at 726-8168 or email: aa@thorntonnh.org. Tuesday through Friday, 8:00 am until 4:00 pm. There is a moratorium on applications at this time.

• **Road complaints, Snow Plowing, Roadway drainage**: Contact Road Agent John Kubik at roadagent@thorntonnh.org or call at 603-726-4546.

• **Wetland Permit and Shoreland Protection Applications** for review by the Conservation Commission can be filed by US Mail to Town Hall. There is a moratorium on applications at this time.

• **Planning & Zoning Applications** for review by the Planning or Zoning Boards can be filed by US Mail to Town Hall. If you have any questions about filing contact Planner, Brian Regan at 603-726-8168 on Tuesdays and Thursdays from 9:00 am until 4:00 pm. There is a moratorium on applications at this time.
• **Trash and Recycling general questions:** Contact Assistant Transfer Station Manager, Steve Chiocca at 603-726-7713 during normal business hours.

During this time the Transfer Station will remain open on a limited basis.

Effective Wednesday, March 18, 2020 the Campton-Thornton Transfer Station will **ONLY** accept household trash.

The Board of Selectmen respectfully requests that all residents who have the ability to retain their recyclables until this situation abates to please do so until the Transfer Station is once again 100% operational as well as wait to discard items requiring a fee (construction demo, tv’s, appliances, furniture, etc.) until after April 6, 2020 (tentative). These safeguards will limit personal contact and help to keep our employees and residents safe during this ongoing crisis.

• **Police Department lobby is closed to the public until further notice.**
  - For emergency call 911
  - For non-emergencies call 726-4222

Emergency personnel has not been reduced. Officers will continue normal patrols and will be available when needed. Please visit their website for more details at [https://www.townofthornton.org/police](https://www.townofthornton.org/police)

• **Fire Department building is closed to the public until further notice.**
  - For emergency call 911
  - For non-emergencies call 726-3300
  - Fire Permits on line at [www.nhfirerpermit.com](http://www.nhfirerpermit.com)

Please visit their website for more details at [https://ctfr.org](https://ctfr.org)
IMPORTANT CONTACTS

Have a question for a particular department? Please contact the following staff members either via email or by phone:

**Board of Selectmen/Town Administrator, Debra Shepard** townadmin@thorntonnh.org or phone 726-8168 (Monday – Friday)

**Police Chief / Emergency Operations Director, Kenneth Miller**, kmiller@thorntonnhpd.org or phone 726-3871
- Thornton Police Department questions
- Thornton Emergency Operations questions

**Tax Collector/Municipal Agent**, Desiree Mahurin, email: taxcollector@thorntonnh.org or phone 726-4232 (Tuesday – Friday)
- Tax questions
- Vehicle or Boat Registrations

**Town Clerk, Donna Monti**, townclerk@thorntonnh.org or phone 726-4232 (Monday & Tuesday)
- Marriage Licenses and Vital Records
- Dog Licensing
- Election

**Assessing Assistant, Mary Conn**, bkassaessing@thorntonnh.org or phone 726-8168 (Monday – Thursday)
- Assessing questions
- Property record questions
- Abatement Process
- Exemption & Tax Credit questions
- Timber and Excavation Intent questions

**Planning or Zoning, Brian Regan**, plbd@thorntonnh.org or phone 726-8168 (Tuesday & Thursday, 9:00 am – 4:00 pm)
- Planning Department questions
- Zoning Department questions

**Finance Assistant, Mary Conn**, bkassaessing@thorntonnh.org or phone 726-8168 (Monday – Thursday)
- Finance Department questions

**Road Agent, John Kubik**, roadagent@thorntonnh.org or call 726-4546
- Road complaints, Snow Plowing, Roadway drainage
Fire Chief Daniel Defosses, ddefosses@ctfr.org or call 726-3300
• Campton-Thornton Fire Department questions
• Burn permits

Welfare Officer, Marianne Peabody call 254-6370
• Welfare assistance

Please do not hesitate to reach out to Debra Shepard, Town Administrator at 726-8168 or via email at townadmin@thorntonnh.org if you have any questions or need assistance.