



## Town of North Hampton

North Hampton Select Board  
North Hampton Interim Town Administrator

### FOR IMMEDIATE RELEASE TO THE RESIDENTS OF NORTH HAMPTON, NH

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 our Emergency Management Director, we have decided that **effective at the close of business Wednesday, March 18, 2020, Town Offices will be closed to the Public until further notice. However, we will still be working to serve the Residents of North Hampton.**

**We intend to do our best to operate a “Virtual Town Office.”**

Many of the transactions for our residents can be done online, arranged via phone, email or drop box. We have currently installed drop boxes at the Town Clerk’s office and Town Offices at the main entrance of each building. As a last resort you may schedule an appointment with the appropriate personnel to complete your transaction.

Our Town Office employees and Town Clerk/Tax Collector will be working both remotely and on-site in order to continue to be at your service.

**PUBLIC SAFETY & EMERGENCY SERVICES:** Of course, the dedicated personnel of our Police and Fire Departments will continue to serve the residents of our Town through this crisis. That said, while these departments will generally be proceeding with a “business as usual” approach, we needed to make some modifications to our typical operating procedures to ensure the safety of our first responders as well. Along these lines, we ask that you please keep all non-emergency calls to a minimum so that our emergency services personnel may devote their time to those residents in need of emergency services.

In lieu of personal visits, please contact the Fire Department at 964-5500 and the Police Department at 964-2198 for all business related inquiries.

**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 LIBRARY:** The North Hampton Public Library is closed to visitors until further notice.

Please check their website at [www.nhplib.org](http://www.nhplib.org) for many online services they offer or call 964-6326.

Should you have any questions feel free to contact either Library Director, Susan Grant at 964-6326 or [nhpldirector@gmail.com](mailto:nhpldirector@gmail.com) or the Library Trustees at [nhpltrustees@gmail.com](mailto:nhpltrustees@gmail.com)

**PUBLIC MEETINGS:**

Due to the ongoing Covid-19 epidemic and in the best interest of protecting our community, the Select Board would strongly suggest that residents chose to watch public meetings live on Channel 22 as opposed to attending in person. The Select Board advises Chairs of boards and committees that unless your committees have emergent business, or are required to meet by law, that you choose to suspend future public meetings until further notice. Please make Jan Facella aware of cancellations so that we can be sure the Town Calendar is updated. We appreciate your anticipated cooperation.

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 visit [www.northhampton-nh.gov](http://www.northhampton-nh.gov) and click the red banner for updates from the CDC and New Hampshire DHHS for the latest COVID-19 information.

**“HOW TO” COMPLETE TOWN CLERK AND TAX COLLECTOR’S TRANSACTIONS**

**WEBSITE:** The Town website address is [www.northhampton-nh.gov](http://www.northhampton-nh.gov) and we encourage you to visit the website frequently for new information and updates.

**TOWN HALL MAILING ADDRESS:** Should you need mail anything to the Select Board, Interim Town Administrator, Fire Department, Police Department, Planning and Zoning, Building Inspector, Public Works Department or the Town Clerk/Tax Collector, the addresses are as follows:

Town of North Hampton, 233 Atlantic Avenue, North Hampton, NH 03862  
Town Clerk/Tax Collector, 237 Atlantic Avenue, North Hampton, NH 03862

**DROP BOX:** Drop boxes are installed at the main entrances to the Town Clerk’s office and the Town Offices. Residents should feel free to drop off any paperwork with current contact information and an employee will contact them to assist with the transaction.

**TOWN OFFICE GENERAL TELEPHONE NUMBER: (603) 964-8087** (See contacts below for direct numbers and specific extensions).

**TRANSACTIONS:** The following is a list of the transactions most often performed for our residents.

- **Renewal of car registrations:** Can be done online via our website portal: <https://www.eb2gov.com/scripts/eb2gov.dll/TownLaunch?towncode=850>
- **Registration and title transfers of a newly purchased vehicle:** We are currently in the office to process those types of transactions, and you may make an appointment by calling or emailing.
- **Copies of vital records (birth or death certificates):** Can be requested online at <https://www.eb2gov.com/scripts/eb2gov.dll/Vitals/Main?towncode=850>
- **Dog licensing: Renewals** can be done online <https://www.eb2gov.com/scripts/eb2gov.dll/TownLaunch?towncode=850> registration of new dogs will be done in person only. Contact Town Clerk Susan Buchanan at [sbuchanan@northhampton-nh.gov](mailto:sbuchanan@northhampton-nh.gov) or 964-6029.
- **Boat registrations:** Registrations can be done by mail or left in person at the Town Clerk's office. More information can be found on the NH DMV website at <https://www.nh.gov/safety/divisions/dmv/registration/boat.htm>
- **Voter Registration:** Contact Town Susan Buchanan at [sbuchanan@northhampton-nh.gov](mailto:sbuchanan@northhampton-nh.gov) or 964-6029.

Questions about vehicle registrations, vital records, dog licensing, boat registrations, or marriage licenses should be directed to Town Clerk Susan Buchanan, at [sbuchanan@northhampton-nh.gov](mailto:sbuchanan@northhampton-nh.gov) or 964-6029.

- **Tax payments:** Can be made online via our website portal <https://www.eb2gov.com/scripts/eb2gov.dll/TownLaunch?towncode=2850> ; or via mail (checks ONLY and postmark dates will be honored as the date of payment) or in person at the Town Clerk/Tax Collector's office. Contact Tax Collector Susan Buchanan with questions, [sbuchanan@northhampton-nh.gov](mailto:sbuchanan@northhampton-nh.gov) or 964-6029.
- **Property Assessment Records and Tax Maps:** Can be viewed online at <https://www.northhampton-nh.gov/tax-assessor> Contact the Tax Assessor Michael Pelletier at [mpelletier@mri.com](mailto:mpelletier@mri.com) or call at 964-8087.
- **Filing for and renewals of Exemptions and Credits, etc.:** Information for verification or renewal can be sent by mail or left in the drop box at the Town Offices. Questions can be directed to Michael Pelletier at [mpelletier@mri.com](mailto:mpelletier@mri.com) or at 964-8087. The following forms are available online for your convenience at <https://www.northhampton-nh.gov/tax-assessor/pages/tax-forms-documents>

Form	Deadline to File
Elderly Exemptions	April 15
Veteran's Tax Credits	April 15
Tax Deferrals	April 15
Current Use Applications	April 15
Exempt Property Applications (Charitable, Religious, Educational)	April 15
Timber Intents	None
Gravel Intents	None

- **Home and Building Inspections:** Currently all building inspections are cancelled until further notice unless of an emergent life safety issue. Please contact at [tmurray@northhampton-nh.gov](mailto:tmurray@northhampton-nh.gov) or 964-8650.
- **Building permits:** Permit applications are available on the Town website <https://www.northhampton-nh.gov/building-department/pages/forms-documents> and will be accepted via email, mail or drop box at the Town Offices. Payments are to be made by check only.
- **Building plan reviews:** Will be accepted via email, mail or drop box at the Town Offices. If necessary, we will meet individuals by appointment only to go over plan questions; please contact [tmurray@northhampton-nh.gov](mailto:tmurray@northhampton-nh.gov) or 964-8650
- **Burn permits:** Contact the Fire Department at 964-5500.
- **Roads, Recycling and Brush Dump:** Contact Public Works Director John Hubbard at 964-6442 or [jhubbard@northhampton-nh.gov](mailto:jhubbard@northhampton-nh.gov)
- **To file land use board submissions** (including Planning Board and Zoning Board of Adjustment) or to review site plans, subdivision plans, etc. please contact Planning and Zoning Administrator Rick Milner at [rmilner@northhampton-nh.gov](mailto:rmilner@northhampton-nh.gov) or 964-8650 to arrange an appointment.
- **Wetland Permit and Shoreland Protection Applications** for review by the Conservation Commission can be filed by mail or dropped at the Town Clerk's office. If you have any questions about filing contact Town Clerk Susan Buchanan at 964-6029 or [sbuchanan@northhampton-nh.gov](mailto:sbuchanan@northhampton-nh.gov).
- **Community Wellness**  
Effective immediately the Town of North Hampton is ready to assist our most vulnerable population in Town by delivering to their homes, any necessary food or supplies, as well as simply checking in on them.

In addition, we can accept monetary donations as well as gift cards and or nonperishable items.

If you are in need of assistance, or you know of a resident who could use these services, or you would like to make a donation, please email [jmanzi@northhamptonnh-nh.gov](mailto:jmanzi@northhamptonnh-nh.gov) or call 964-3170

- **Recreation Programming: For the protection of all residents, recreation programs have been cancelled.** Information is available online at <https://www.northhampton-nh.gov/recreation> For any questions, please call the Recreation Department at 964-3170
- **All Other Services**  
Please do not hesitate to reach out to the Town Administrator's Office at 964-8087 or email the individual you wish to contact for assistance with any other Town Office Services

### **IMPORTANT CONTACTS**

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

Police Chief Kathryn Mone [kmone@northhampton-nh.gov](mailto:kmone@northhampton-nh.gov) 964-2198

Town Clerk/Tax Collector Susan Buchanan, [sbuchanan@northhampton-nh.gov](mailto:sbuchanan@northhampton-nh.gov), 964-6029

- Tax payment questions
- Vehicle or Boat Registrations
- Marriage Licenses
- Dog Licensing
- Wetland or Shoreland Permit filing questions

Tax Assessor Michael Pelletier [mpelletier@mri.com](mailto:mpelletier@mri.com) 964-8087

- Assessing questions
- Property record questions
- Exemption & Tax Credit questions
- Timber and Excavation Intent questions

Librarian Susan Grant, [nhpldirector@gmail.com](mailto:nhpldirector@gmail.com) 964-6326

- North Hampton Public Library operations questions

Building Inspector Travis Murray, [tmurray@northhampton-nh.gov](mailto:tmurray@northhampton-nh.gov) 964-8650

- Building Department questions

Director of Public Works John Hubbard, [jhubbard@northhampton-nh.gov](mailto:jhubbard@northhampton-nh.gov) 964-6442

- Roads
- Recycling

Fire Chief Michael Tully, [mtully@northhampton-nh.gov](mailto:mtully@northhampton-nh.gov), 964-5500

- North Hampton Fire Department questions
- Burn permits

Human Services Director Janet Facella, [jfacella@northhampton-nh.gov](mailto:jfacella@northhampton-nh.gov) 964-8087

- Welfare assistance

North Hampton Recreation Director Joe Manzi, [jmanzi@northhampton-nh.gov](mailto:jmanzi@northhampton-nh.gov)

- Recreation programming questions

Of course, should you have a general question and you are not sure who to call, please contact our Administration officials as follows:

Interim Town Administrator Michael Tully [mtully@northhampton-nh.gov](mailto:mtully@northhampton-nh.gov) 964-8087, ext. 2222