

Sanbornton COVID-19 Press Release

The Sanbornton Board of Selectmen and the Town Clerk/Tax Collector announced the following changes are being implemented on 6/15/20 at the Sanbornton Town Office. These are changes to the hours and available services in response to COVID-19:

- **Town Clerk/Tax Collector** business will continue to be conducted through the service window on the side of the Town Office.
 - Business hours are Tuesday-Friday, 8 AM - 4 PM.
 - All registration renewals will continue to be sent by mail. Payments can be mailed back with a Self-addressed Stamped Envelope (SASE), dropped in the mail slot in the Town Clerk's Office (with a SASE), or brought to the service window. Call the Town Clerk/Tax Collector at **286-4034** if you need a tax payoff amount or have any questions.
 - In person transactions will be done at the outside service window. Appointments are not required but residents are asked to maintain appropriate social distancing while waiting.
 - Any other correspondence that needs to go to any Town employee can be dropped in the mail slot in the Town Clerk side door for delivery.
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- **The Board of Selectmen Office** will be open Monday, Wednesday, and Friday, 8 AM - 4 PM. On Tuesdays and Thursdays, employees will be working remotely.
 - The Planning and Assessing Assistants are available by phone and in person. People who need a face-to-face transaction (including pick up of any documents) **must** call and make an appointment. Only two people will be allowed into the lobby area at a time. All other areas of the building will remain closed to residents. To talk to an employee or schedule an appointment, please call or email:

Town Administrator:	729-8090	townadministrator@sanborntonnh.org
Planning Assistant:	729-8003	planner@sanborntonnh.org
Assessing Assistant:	729-8005	assessing@sanborntonnh.org
Welfare Officer:	393-8450	

The door to the Town Office will be locked. Please ring the bell when you arrive for your scheduled appointment. **Those without a scheduled appointment will NOT be allowed into the building.**

- **Public Meetings;** the method for conducting public meetings (Boards and Committees) will be at the discretion of the Chair of that body. Bodies that choose to meet in person will still have a teleconference option available for residents so they can participate remotely. Residents are encouraged to use the dial-in option rather than appearing in person.

If you are experiencing any flu-like symptoms, please **do not go into any Town facility!** Call the appropriate Town employee and they will find a way to help you with your issue without putting anyone at risk.

FOR IMMEDIATE RELEASE