



For Immediate Release to the Residents of Sutton, NH

Town Hall Closed to the Public
Beginning Wednesday, March 18, 2020 (Until Further Notice)

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” (online) environment at least until April 6th. Officials for the Town of Sutton met today 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, in consultation with our Emergency Management Director, we have decided that effective Wednesday, March 18, 2020, Town Hall will be closed to the public until further notice.

However, we will still be working to serve the residents of Sutton. We intend to do our best to operate with online services. In today’s world, most of the transactions for our residents can be done online or arranged via phone, email, or by regular mail. Resident questions can and will be answered via phone or email. And as a last resort, you may schedule an appointment in Town Hall with the appropriate Town personnel to complete your transaction. Our Town Hall employees will be working both remotely and on-site (in very limited numbers as necessary)—but we will continue to be at your service.

PUBLIC SAFETY & EMERGENCY SERVICES: Of course, the dedicated personnel of our Police, Fire and New London Ambulance 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. 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: Non-essential Board and Committee meetings in March will be canceled and more information will be forthcoming about meetings in April and beyond. Essential meetings of the Board of Selectmen, Planning Board, Zoning Board of Adjustment and Conservation Commission will be held as scheduled.

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 pages for how we intend to operate our **VIRTUAL TOWN HALL**.

“HOW TO” COMPLETE TOWN HALL TRANSACTIONS

WEBSITE: The Town website address is www.sutton-nh.org and we encourage you to visit the website frequently for new information and updates. In addition, if you have not already done so, you are encouraged to register with CodeRED via a link on the Town website Home page. This is a FREE emergency notification service provided to all Sutton residents that will be used to keep you informed of local events that may immediately impact your safety.

TOWN HALL MAILING ADDRESS: Should you need to mail anything to the Town Hall, the address is as follows: Town of Sutton, 93 Main Street, Sutton Mills, NH 03221

TOWN HALL GENERAL TELEPHONE NUMBER: (603) 927-2400

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 Sutton Town Office has suspended Notary Services indefinitely.
- **Renewal of car registrations:** Can be done by mail, or left in our drop box , (NO CASH PAYMENTS) or online via our website <https://www.sutton-nh.org>
- **Registration and title transfers of a newly purchased vehicle:** NEW registrations, titles and transfers to be done in person by appointment.
- **Copies of vital records (birth or death certificates):** Can be requested online at <https://www.sutton-nh.org>
- **Dog licensing:** Renewals can be done by mail, or left in our drop box (NO CASH PAYMENTS) or online at <https://www.sutton-nh.org>; for registration of new dogs contact Town Clerk Carol Merullo <https://www.sutton-nh.org/town-department/town-clerk-tax-collector/> or 603-927-2401 or by email at: townclerk@sutton-nh.org
- **Boat registrations:** Registrations can be done by mail or left in the drop box outside the Town Offices. 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 Clerk Carol Merullo <https://www.sutton-nh.org/town-department/town-clerk-tax-collector/> or 603-927-2401 or by email at: townclerk@sutton-nh.org

Questions about vehicle registrations, vital records, dog licensing, boat registrations, or marriage licenses should be directed to Town Clerk Carol Merullo <https://www.sutton-nh.org/town-department/town-clerk-tax-collector/> or 603-927-2401 or by email at: townclerk@sutton-nh.org.

- **Tax payments:** Can be made in one of three ways: (1) online via our website portal www.sutton-nh.org (2) via mail (checks ONLY and postmark dates will be honored as the date of payment) or (3) left in the Town’s dropbox (we will date stamp as received as the date of payment). Contact Tax Collector Carol Merullo <https://www.sutton-nh.org/town->

[department/town-clerktax-collector/](#) or 603-927-2401 or by email at: townclerk@sutton-nh.org.

- **Property Assessment Records, Deeds and Tax Maps:** Can be viewed online at <https://www.axisgis.com/SuttonNH/> Some documents are not available online but most documents can be scanned and emailed. Contact the Select Board Office at 603-927-2400 or email at townadmin@sutton-nh.org
- **Filing for and renewals of Exemptions and Credits, etc.:** Information for verification or renewal can be sent by mail; questions can be directed to Lorri Himes at 603-927-2400.
- **Home and Building Inspections:** As long as construction proceeds, inspections will continue. Please contact Matt Grimes at binspector@sutton-nh.org .
- **Building permits:** Permit applications are available on the Town website at <https://www.sutton-nh.org/forms/> and will be accepted via email or mail or in the Town's dropbox. Payments are to be made by check only. Should you need to drop off plans or applications, please call 603-927-2400.
- **Burn permits:** Call the Fire Permit Information Phone at 603-927-2727 or for more information at the Town website at <https://www.sutton-nh.org/fire-permit-information>.
- **Road complaints, Snow Plowing, Roadway drainage:** Contact Road Agent at highway@sutton-nh.org or call 603-927-2407.
- **Trash and Recycling general questions:** Contact Solid Waste Supervisor Diego Solimine at 603-927-4475 during Transfer Station Hours
- **To file land use board submissions** (including Planning Board and Zoning Board of Adjustment) or to review site plans, subdivision plans, etc. please contact Peter Stanley, Planning and Zoning Administrator at 603-927-2402.

Please do not hesitate to reach out to the Town Administrator's Office at 603-927-2403 or by email at townadmin@sutton-nh.org or email the individual you wish to contact for assistance with any other Town Office Services.