



**UPDATED: June 11, 2020**

## **TOWN OF WARNER**

P.O. Box 265  
Warner, New Hampshire 03278-0265  
Telephone: (603)456-2298  
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Board of Selectmen

Clyde Carson - Chairman  
Judith A. Newman-Rogers  
Jonathan Lord

Town Administrator  
Diane Ricciardelli

**GOVERNOR SUNUNU** issued a **Stay at Home** order for the State of New Hampshire on Thursday, March 26, due to COVID-19, for all NON-ESSENTIAL employees, until (at least) May 4, 2020. The Governor also directed all schools to close and work toward a virtual environment at least until May 4, 2020. Officials of the Town will meet with departments to discuss our plans as we move forward through this crisis. All Governor's Orders are available on our website, [warner.nh.us](http://warner.nh.us).

### **WARNER TOWN OFFICES ARE CLOSED TO THE PUBLIC UNTIL FURTHER NOTICE EXCEPT BY APPOINTMENT FOR URGENT BUSINESS ONLY**

**TRANSFER STATION IS OPEN** with extended hours and recycling is closed  
– see below for Transfer station detailed changes.

**ALL PUBLIC MEETINGS** will take place on Zoom, there is no physical meeting location. To access a public meeting, go to the Notices page at [warner.nh.us/notices](http://warner.nh.us/notices) and look for the meeting notice OR navigate to the meeting agenda for the link to the meeting. All meetings are password protected which is provided along with the Zoom Meeting ID link.

The complete Stay at Home Governor's Executive Order can be found here:

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/emergency-order-17.pdf>, with more detail here: <https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/emergency-order-17-ex-a.pdf>

**ALL TOWN EMPLOYEES (Town Hall, Transfer Station, DPW, Police and Fire) ARE ESSENTIAL EMPLOYEES.** We are making every effort for employees to work at home, and/or keep at least 6 feet of distance between employees whenever possible.

The Board of Selectmen and Town Administrator worked on paid time-off for employees who are: 1) ill with COVID-19, 2) under quarantine as a result of contact with a person who has COVID-19, 3) caring for an individual with COVID-19 or, 4) caring for children who are unable to go to school. Employees will be covered in full for their COVID-19 time off.

**THE TOWN OFFICES** are closed to the public until further notice. Residents can access services by appointment only or on-line. While we continue to serve the residents of Warner, employees are in the building as a "Virtual Town Hall." Many of the transactions can be done on-line or arranged by phone, email or drop box. Resident questions can, and will, be answered by phone or email. As a last resort, you may schedule an appointment Town Hall with the appropriate Town personnel to complete your transaction. Our Town Hall employees work both remotely and on-site, and will continue to be at your service.

**PILLSBURY FREE LIBRARY: COVID 19 Curbside Lending Procedures** [Subject to Change] The Pillsbury Free Library Trustees have authorized a cautious return to lending library materials, using the "curbside pickup" or "takeout" method, beginning after Monday May 18, 2020. Items must be requested by phone (603-456-2289), online at <http://warner.lib.nh.us/contact>, or by signing in to [our catalog](#) and placing holds. Staff will

gather the items while wearing gloves and face coverings, place them into a paper bag or cardboard box, and make an arrangement for pick up on the following business day outside the lower level (Depot St.) library entrance. Patrons are required to maintain a safe distance [6 feet] from the staff during transfer of materials. The wearing of a face covering is also requested, to keep the transfer table sanitary. No members of the public will be allowed inside the building at this stage of return to services. All returning items must be placed in the book drop. They will then be quarantined for three days before being handled by staff, who will wear gloves to wipe them down with disinfectant. These protocols will change with any change in information or circumstances. If at any time this activity is determined to be endangering the health of the Library employees or the public, or there are insufficient numbers of staff available to handle the work, lending will be cancelled or paused again. Thank you for your patience in working together to keep everyone safe.

**PUBLIC MEETINGS: Non-essential Board and Selectmen Committee** meetings will be up to the discretion of the Board of Selectmen, and will be **determined on a weekly basis**. Those include the Economic Development Advisory Committee, Energy Committee, and Warner River Advisory Committee.

**Essential Meetings of Board of Selectmen, Planning and Zoning Boards**, will continue as scheduled utilizing teleconferencing, unless canceled by the Chair. Governor’s Executive Order #12 :

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/emergency-order-12.pdf>

Access to the teleconference information (using the application Zoom.us) can be found on our website under the meeting notice and on the meeting agenda.

#### **MUNICIPAL FACILITIES: EVENTS CANCELLED**

**TOWN HALL BUILDING:** Due to the need to protect our citizens from undue exposure to the coronavirus and our inability to completely disinfect the building in between uses, all public and private functions scheduled at the Warner Town Hall are canceled until further notice.

**DOG ORDINANCE in our PARKS:** Dog Leash/Clean Up Requirements A friendly reminder to all dog owners. The Town has an ordinance that has established that all dogs be leashed while inside Town recreation areas, and leashed or under voice command in Town common areas and that the handler be responsible for removing defecation as it occurs in all areas. The mandatory dog leash areas are as follows: Bagley Field, Riverside Park, Simonds School and the Old Grade School playground. The mandatory dog leash or under voice command areas are as follows: Town Hall lawn, Masonic lawn, Monument and all sidewalks.

Please respect the ordinance to minimized the clean-up when preparing the fields at a later date.

#### **HOW TO COMPLETE TOWN HALL TRANSACTIONS**

**TOWN CLERK’S OFFICE** – <https://warner.nh.us/departments/townclerk/>

**(630) 456-2298 extension 5 or 6.**

Car Registration renewals can be completed on-line.

**The Town Clerk’s office is open to the public by appointment only.** Renewals can be processed online or thru the mail. We have a secure Drop Box located at the front entrance of the building that may be utilized as well. **(NO CASH PLEASE)**

#### **TRANSACTIONS WHERE YOU NEED TO MAKE AN APPOINTMENT TO COME INTO THE OFFICE INCLUDE:**

- Marriage Application
- Transferring of plates
- New registrations
- New dogs
- Notary Services

Voter Registration

**TRANSACTIONS YOU CAN PROCESS ONLINE:**

**VEHICLE RENEWALS:**

<https://pay.eb2gov.com/Service/ERegistration/88?towncode=750&source=MV&towncodemasterid=347>

**COPIES OF VITAL RECORDS:**

<https://pay.eb2gov.com/Service/VitalRecordRequest/543?towncode=750&source=VR&towncodemasterid=347>

**DOG RENEWALS:**

<https://pay.eb2gov.com/Service/DogLicensing/544?towncode=750&source=DL&towncodemasterid=347>

**Any questions, Please do not hesitate to contact the Town Clerk's office:**

**EMAIL** [townclerk@warner.nh.us](mailto:townclerk@warner.nh.us) or call 603-456-2298 ext 5 or 6, or mail: P.O. Box 265, Warner, NH 03278

Office Hours: Monday – Wednesday - Thursday 8:00 am – 3:00 pm, Tuesday 8:00 am to 6:00 pm. **To schedule an appointment, call during OFFICE HOURS or email.**

**Transfer Station Changes**

In the interest of social distancing and reducing public congestion Transfer Station will be expanding the hours of public operations as follows:

**Hours: Sat/Sun/Tue/Wed 8-4, Thu 12-7**

Effective immediately, the Transfer Station will remain **open as a drive through facility only**; the recycling building is closed to the public. The right sided approach to the compactor will be closed. Trash will be directly deposited in the compactor as usual. Containers will be placed in the parking lot for the receiving of **mixed steel and aluminum cans, cardboard, mixed paper, mixed plastics and glass bottles.**

All fees are hereby suspended. Transfer Station will not be accepting or handling cash or checks. With the exception of construction and demolition material, items associated with fees will still be accepted and deposited in the appropriate areas as directed by Transfer Station staff. The Transfer Station will no longer accept items for reuse. We encourage the retention of said items for donation at a later date.

**ASSESSING AND LAND USE OFFICE:** [Assessing@warner.nh.us](mailto:Assessing@warner.nh.us) (603) 456-2298, ext 3  
Email request for information or call during office hours. Monday - Thursday, 8:00 am -4:00 pm. Planning and Zoning documents can be mailed to the Town Hall, or sent by email if they do not require an original signature. Please call to determine if you can email or snailmail your documents.

**BUILDING PERMIT APPLICATIONS:** available at [warner.nh.us](http://warner.nh.us). Questions can be directed to Tom Baye at 848-5750 or you can call 456-2298 ext. 1.

**TAXATION:** Please mail or usps mail your documents to Tax Collector, PO Box 264, Warner, NH.  
Call: (603) 456-2298 x 4 **Email:** [tax@warner.nh.us](mailto:tax@warner.nh.us)