



TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR
3 NORTH LOWELL ROAD – WINDHAM, NEW HAMPSHIRE 03087

FOR IMMEDIATE RELEASE TO THE RESIDENTS OF WINDHAM, NH
TOWN OPERATIONS TO BEGIN RE-OPENING AS OF JULY 6, 2020*

***NESMITH LIBRARY WILL OPEN AT A LATER DATE**

We want to thank the Public for your patience and understanding during the CODIV-19 pandemic. We hope that you and your families remained safe and healthy during this time. We are pleased to announce the Town has developed a phased “re-opening” plan, which will enable the safe re-opening of our departments following all CDC and Public Health Guidelines beginning on **July 6, 2020**. Our phased Re-Opening Plan is detailed below.

As we begin to open up the buildings we remain mindful that we all need to do what is necessary to ensure the health and optimal safety of our employees as well as the residents of Windham, and to help control the spread of this virus. To this end the amount of public allowed in each building at one time will be limited to maximize our ability to properly following social distancing guidelines. We continue to encourage you to use to the greatest extent possible our electronic services, as most interactions and transactions for our residents can be done “on line”, via phone, or by email.

FACILITY PREPAREDNESS

The following precautions and requirements have been put into place in all buildings:

- All departments have been sanitized, and will continue to be cleaned daily.
- Glass partitions will be installed in all Administrative Counter spaces.
- We will maintain only one public entrance to each building.
- Cloth masks and hand sanitizer will be available to the public at each building’s entrance.
- **ALL** visitors to the Town Buildings **must wear masks**. Those not wearing masks will not receive service. We want visitors and employees to feel safe. Exceptions are allowed for those under the age of 2 years.
- Upon entry to all municipal buildings, individuals must follow any pedestrian traffic flow markers and stand in designated **social distancing spaces**.
- Due to limited counter space within the offices, demarcations will be added to areas where people will wait for service. Each building will only be able to accommodate a limited amount of people at a time – see each building below for specific numbers allowed.
- Prior to reporting for work, all employees go through a health check screening process and will wear cloth masks when dealing with the public.
- All visitors who have/are experiencing potential health issues should stay home.
- Possible symptoms of COVID-19 include:
 1. Fever
 2. Respiratory symptoms such as; runny nose, sore throat, cough, or shortness of breath
 3. Flu-like symptoms such as muscle aches, chills, and fever
 4. Change in taste or sense of smell

As part of the town’s public health efforts, all visitors will have to provide their names and contact info for contact tracing purposes.

SPECIFIC BUILDING INFORMATION

Town Hall:

Due to the procedures in place wait times for service may be longer than normal. Everyone's patience is appreciated

Town Hall will remain closed to the public until **July 6th**. Until that date much of the daily business will continue to be handled via "on line" services or through the use a "drop box".

Town Clerk has put together a detailed explanation of how one can obtain their vehicle registrations, dog licenses, register to vote and other services provided by their office; which can be found [here](#).

Tax Collector can be reached between the hours 8AM and 1PM at (603) 432-7731. Realtors or others seeking information on current or past property tax payments can find that information [here](#).

Assessing may be contacted at (603) 434-7530 between the hours of 8AM and 4PM should you need assistance with tax credits/exemptions or other related issues. Property tax cards and abutter lists can be found on our website [here](#).

As of **July 6th** the Town Hall will open to the public under the following limitations and guidelines:

- (1) No more than two (2) customers at a time are allowed at each of the Town Clerk and Tax Collector service counters; no more than one (1) will be allowed in front of Assessing.
- (2) Outside walk up "Window Service" at one window at each of the three (3) offices will be available for a time as needed. Residents using this option need to follow "Social Distancing" guidelines.
- (3) Residents are encouraged to continue to use "On line" and "drop box" services when possible.

Administration Offices (Bartley Building):

The Administration Office, which includes the Town Administration, Finance, Recreation, IT, and Human Resource/Human Services functions, will be open to the public as of **July 6th** for walk in service at the front counter but will be limited to no more than (1) *one* person at a time to ensure social distancing guidelines.

Community Development Building:

The Community Development department will be open to the public as of **July 6th** for walk in service at the front counter but will be limited to no more than (3) *three* people at a time to ensure social distancing guidelines. On line services will continue as well.

Fire Department

As of **July 6th** all permits normally obtained at the Fire Department (excluding burn permits*) will be issued during Administrative Office hours M-F 8 am to 4 pm only. Payments will be check **ONLY**.

Those wishing to continue business by email, can do so by calling the Fire Department at (603) 434-4907 and speak with Administrative Assistant Angela Marquis or emailing: FireAdmin@WindhamNH.GOV

All payment for permits completed remotely, will be by check ONLY and customers can either mail it in or drop it in the secure lock box just inside the Fire Department lobby doors

For all other business, visitors can ring the doorbell to the left of the inside door for assistance and a Firefighter will come to assist you.

***Burn Permits are available Online ONLY until further notice due to COVID-19.**

To obtain a fire permit online, please follow this link to the New Hampshire Forest and Lands. Permits obtained through the NHDFL website are fee based and require a credit card for payment. Click here [On-Line Burn Permits](https://nhdflweb.sovsportsnet.net/), or type <https://nhdflweb.sovsportsnet.net/>

Note: The online permitting system charges a fee, which is payable to the NH Division of Forest and Lands, and is not managed by, nor are the fees collected received by, the Town of Windham.

Other:

1. Training Room will remain closed to the Public until further notice
2. Fire Department Station Tours and Ride-a-Long Programs continue to be temporarily suspended until further notice
3. Car Seat Safety Inspection continue to be temporarily suspended until further notice

Nesmith Library:

- The Nesmith Library will remain closed to the public until a later date. Curbside borrowing is being offered Monday-Friday, 11am-4pm. The Library's book drop is open and is being emptied twice a day. Please do not overfill. Please call (603-432-7154) or email (Info@NesmithLibrary.org) the library to arrange drop off of oversized or unusual items. No book donations are being accepted at this time. Register for Children, Teen, or Adult Summer Reading online at NesmithLibrary.org. A current list of services can be found [here](#).

Parks and Recreation:

All town recreation areas are now currently opened under the following guidelines and precautions:

1. Used at your own risk
2. Facilities are not sanitized
3. Social Distance guidelines need to be practiced

Griffin Park Bathrooms are **not open**.

The Town Beach is for Windham residents only and beach passes are required. You can get a beach pass from the lifeguards with two forms of i.d.; one of which needs to be a photo i.d. Also **No Guests** are permitted at the Town Beach is summer. Due to "social distancing", we reserve the right to limit the number of patrons at the beach.

Police Department:

The lobby to the Police Department remains **open** for emergencies 24-hours a day. For non-emergencies and normal business the lobby will be open as of **July 6th** to the public from 8AM to 4PM, Monday thru Friday. It will remain closed to the public after 4PM and on weekends. As previously noted, anyone entering the lobby must wear a facemask. In addition:

- Anyone wishing to make a complaint or see an officer is asked to call the department at 603-434-5577. The dispatcher will manage your call and coordinate contact with an officer.
- Fingerprinting will be done by appointment and personnel availability only. To arrange for such please call the above number to coordinate.
- Pistol permit applications may be mailed or dropped off during the aforementioned lobby business hours or emailed to Records@WindhamPD.com. Once completed the applicant will be contacted and arrangements made for pick-up.
- The prescription drop-box in the lobby is available for use during the aforementioned open lobby hours.

Transfer Station:

The Transfer Station **remains open** and operating on their normal schedule of 7:30AM to 5:30PM, Wednesday – Saturday.

On behalf of the Selectmen and all our town staff, we thank you all for your continued support and patience. Stay safe and be well.

Should you have a general question and you are not sure who to call, please contact our **ADMINISTRATION** office at (603) 432-7732 or:

**To receive regular Email and/or Text Updates scan this
QR CODE with your Phone**



Or visit this Web site:
<https://www.WindhamNH.gov/list.aspx>