



# Town of Chichester

## Office of the Selectmen

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[www.chichesternh.org](http://www.chichesternh.org)

### Selectmen

Richard Bouchard, Chairman  
Edward Millette  
Jason Weir

### Administration

Jodi Pinard, Town Administrator  
Kristy Barnouski, Administrative Assistant

## FOR IMMEDIATE RELEASE TO THE RESIDENTS OF CHICHESTER, NH

March 17, 2020

**TOWN HALL WILL BE OPEN BY APPOINTMENT ONLY BEGINNING THURSDAY, MARCH 19, 2020 (UNTIL FURTHER NOTICE)**

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 Thursday, March 19, 2020, Town Hall will be closed to the public until further notice.**

However, this does not mean that we will not be working. Quite to the contrary, we intend to do our best to operate as a “Virtual Town Hall.” In today’s world, most of the transactions for our residents can be done online or arranged via phone, email, or drop box. 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 during the following business hours (8:30 AM – 4:00 PM, Monday; 8:30AM – 2:00PM Tuesday - Thursday ).

Our **Emergency Management Director** would like all of you to know that if you would like the most up to date COVID-19 information it can be found at <https://www.chichesternh.org/emergency-management>. Click on either of the tiles DHHS or NH Dept of Safety – Homeland Security on the left hand side of your screen.

Of course, our wonderful **Police and Fire Departments** will continue to serve the residents of our Town however, we ask that you please keep all non-emergency calls to a minimum so that they may devote their time to those residents in need of emergency services.

The **Fire Department** will **not** be issuing fire permits and ask that anyone in need of one utilizes the online fire permit system. They can be applied for at <https://nhdflweb.sovsportsnet.net/>

The **Police Department** asks that you call 798-4911 or dispatch 225-5006 before coming to Police Department, a lot can hopefully be handled via phone. If you do have to come to Police Department the lobby door is

locked and officers will deal with the general public outside the Police Department. They also will not be doing fingerprints at this time

**If you have non-emergency COVID-19 related questions, please call 2-1-1** (a state hotline manned 24/7 specifically for such questions).

Finally, **all Town board and committee meetings will be cancelled until further notice.**

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 information for how we intend to operate our VIRTUAL TOWN HALL.

**“HOW TO” FOR THE FOLLOWING TOWN HALL TRANSACTIONS:**

The Town website address is [www.chichesternh.org](http://www.chichesternh.org), and we encourage you to visit the website frequently for new information and any updates. In addition, we already offer the ability to conduct many resident transactions online, including vehicle registration renewals, etc.

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:

- **Renewal of a car registration:** Can be done online at <https://www.chichesternh.org/town-clerk-tax-collector/pages/plate-registration-renewal>; by mail, by being dropped off in the drop box outside of the front door at Town Hall
- **Registration of a newly purchased vehicle:** New Vehicle Registrations with temporary plates being issued after March 1, will be valid until April 30<sup>th</sup>. Please email [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org) with any questions
- **Copies of vital records (birth or death certificates):** Please email [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org) to schedule an appointment
- **Dog licensing:** These are not due until April 30<sup>th</sup>. Can be done online at <https://www.chichesternh.org/town-clerk-tax-collector/pages/dog-licenses>. Please email [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org) with questions
- **Boat licensing:** Please email [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org) with questions
- **Voter Registration:** Please email [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org) with questions
- **Filing for any tax exemptions:** Please email [jpinard@chichesternh.org](mailto:jpinard@chichesternh.org) or [kbarnouski@chichesternh.org](mailto:kbarnouski@chichesternh.org)
- **Assessments:** Please email [jpinard@chichesternh.org](mailto:jpinard@chichesternh.org) or [kbarnouski@chichesternh.org](mailto:kbarnouski@chichesternh.org)
- **Building Inspections:** By appointment only please call 798-5350 x 4 or email [Building@chichesternh.org](mailto:Building@chichesternh.org)

**\*\*Credit Cards fees associated with online transactions can be reimbursed by request to the Board of Selectmen in writing with proof of payment.\*\***

**IMPORTANT CONTACTS:**

Have a question for a particular department? Please contact the following staff members either via email or by phone (**798-5350, specific extensions noted below**):

Tax questions: Tax Collector Evelyn Pike, x 1 , [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org)

Marriage Licenses: Town Clerk Evelyn Pike, x 1 , [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org)

Vehicle or Boat Registrations: [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org)

Dog Licensing: [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org)

Assessing Department questions: Administrative Assistant Kristy Barnouski, x 201, [kbarnouski@chichesternh.org](mailto:kbarnouski@chichesternh.org)

Building Department questions: Everett Hodge, x 4, [building@chichesternh.org](mailto:building@chichesternh.org) or [kbarnouski@chichesternh.org](mailto:kbarnouski@chichesternh.org)

Planning Department questions: Planning Secretary Kristy Barnouski, x 201, [kbarnouski@chichesternh.org](mailto:kbarnouski@chichesternh.org)

Finance Department questions: Town Administrator Jodi Pinard, x 202, [jpinard@chichesternh.org](mailto:jpinard@chichesternh.org)

Food Pantry questions: Please email [townclerk@chichesternh.org](mailto:townclerk@chichesternh.org)

Highway Department questions: call 603-219-1041

Trash and Recycling: BCEP , 603-435-6237 , <https://bcepsolidwaste.com/>

Chichester Public Library: [chichestertownlibrary@gmail.com](mailto:chichestertownlibrary@gmail.com), or call (603) 798-5613 if you have any questions

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

Town Administrator, Jodi Pinard x 202, [jpinard@chichesternh.org](mailto:jpinard@chichesternh.org)

Administrative Assistant Kristy Barnouski, x 201, [kbarnouski@chichesternh.org](mailto:kbarnouski@chichesternh.org)

Police Department – Non Emergencies 603-798-4911 or Dispatch 603-225-5006

Fire Department – Non Emergencies 603-798-5954