



## CITY OF HALLOWELL

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HALLOWELL, MAINE 04347

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March 16, 2020

Dear Friends and Citizens of the Hallowell Community:

It has been a challenging week for all of us addressing the spread of COVID-19 virus, also known as Coronavirus or Novel Coronavirus. Municipal managers have received a barrage of new information since last Thursday about what we can do on the municipal government level to reduce Coronavirus transfer and the pressures it will put on our health care system. I am concerned both about person-to-person transfer of the virus and also the broader community health implications, especially for our most sensitive populations including older people and children.

After lengthy consideration and consultation with government officials, health care providers, and emergency responders around the state and region, I have made the following recommendations regarding public health and the safety of Hallowell staff and first responders, based on best practices and science-based policies recommended by the Centers for Disease Control and Prevention (CDC):

1. At this time City Hall will remain open, but until no sooner than March 31 public access to City buildings will be restricted only to those who need to do face-to-face business and make an appointment.
2. Please contact City Hall if you require an appointment with the Clerk's office: (207) 430-4400 or (207) 430-4404. This includes business related to:
  - a. First-time motor vehicle registrations, and changes to registrations that require a re-registration. (For other registration matters, please contact the BMV branch location in Augusta: (207) 287-3330).
  - b. Business and Liquor Licenses.
  - c. General Assistance application submissions, please call for an appointment: (207) 430-4401.
3. If you require a face-to-face appointment with the Code Office, please call (207) 430-4405.
4. Tax payments and some other City business can be conducted online. Please visit our online services page for a list: [https://hallowell.govoffice.com/online\\_services](https://hallowell.govoffice.com/online_services)
5. Some City business may be postponed until a later time, including dog licenses, voter registrations, and farmers market licenses. If you can, please make parking ticket payments via

mail. If you have any questions, please contact the Clerk's office at (207) 430-4400 or (207) 430-4404.

6. Vital records applications are available online from the State at this link:

<https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/>

7. All City public meetings will be postponed until March 31. We will also look into the legality of hosting remote, online meetings and the technology to put in place if we can legally implement them.

8. Public use of all City buildings will be cancelled until March 31. This includes the Public Works garage, the Northbay recycling center, and the Hallowell Fire Stations on Second Street and Coos Lane. The Hallowell Food Bank will continue to serve its patrons.

9. The Hallowell Water District reports that it will also be closing the office to the public until further notice, and will continue to serve its customers with quality drinking water. Customers can reach the District at (207) 623-9151.

Here are some resources that may be helpful to you in identifying exposure to COVID-19 and preventing its spread:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

We strongly encourage you to review the CDC recommendations and maintain social distancing for your own health and safety, and for that of others in your work, recreation, and home environments who may be more susceptible to illness and health complications from exposure to COVID-19.

Thank you for your patience, and please take care of your loved ones and check in on any friends and family who may already be socially isolated, especially older people and those who rely on home care.

Respectfully yours,

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