



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

NATE RUDY, CITY MANAGER, HEALTH OFFICER
citymanager@hallowellmaine.org

TEL: (207) 430-4403; FAX (207) 621-8317
www.hallowell.govoffice.com

TO: Citizens and Friends of Hallowell

Under Executive Order 20-06, we will reopen City Hall administrative offices to the public following the Governor's Guidelines for Reopening Public Buildings starting on Monday, June 1. Customer Service hours will be from 9 AM to 2 PM, Monday through Friday until further notice.

We will focus on providing services that must be done in person, such as new motor vehicle registrations, motor vehicle registrations with changes of address, marriage licenses, voter registrations, etc. The Governor's Guidelines instruct us to provide services and conduct business by telephone or internet to the greatest extent practicable. If you would like a list of business that can be conducted conveniently online, please visit the City website:

<https://hallowell.govoffice.com/> and click on the "online services" tab at the top of the screen.

If you come to City Hall, please use the door on Second Street; the Winthrop Street entrance will remain closed to the public. You will be expected to wear a facemask and to maintain six feet of physical distance from others, as required by the Governor's Guidelines. You should expect and plan to wait in line outside since our space limits us regarding the number of people we can have inside.

Things we will be doing in the office:

- New Motor Vehicle Registrations and Transfers
- Motor Vehicle Registration Corrections and Changes
- Voter Registrations
- Certified Copies of Vital Records
- Marriage Licenses (**by appointment only** – call 623-4021 ext. 200 or 204)

Things we are asking you do online:

- Routine Motor Vehicle Re-registrations
- Hunting and Fishing Licenses
- Absentee Ballot Applications
- Tax Payments

Things we are asking you do by mail or by telephone:

(call 623-4021 ext. 200 or 204 for information and instructions)

- Boat Registrations
- Business License Applications
- Absentee Ballot Applications
- Tax Payments

Things we will do only by telephone:

- General Assistance Applications (call 430-4401)

Our goal is to maintain a safe environment for both the public and city staff and try to do so in a way that is reasonable. As always, please be patient, and be kind.

The North Bay Recycling Center is open with a limit of two people at a time in the facility. There is a dumpster for cardboard just inside Public Works yard at the south end of the building.

Nate Rudy, City Manager

May 29, 2020



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ORDER OF THE CITY MANAGER

Order 20-06

Pursuant to Sections 4-910 through 4-924 of the City of Hallowell Revised Code of Ordinances (1997), the City Manager hereby finds and orders as follows:

WHEREAS, the risk of community spread of COVID-19 seriously impacts the life, health and safety of the public, and public health is imperiled by the person-to-person spread of COVID-19; and

WHEREAS, Janet Mills, the Governor of the State of Maine, declared a Civil State of Emergency on March 15 related to the spread of novel coronavirus disease 2019 ("COVID-19") and renewed that order on April 14, 2020 and again on May 13, 2020; and

WHEREAS, The City of Hallowell declared under Order 20-01 a city-wide State of Emergency due to imminent civil emergency effective March 18; and

WHEREAS, the Hallowell City Council voted unanimously to declare Order 20-02, extending the city-wide State of Emergency effective March 23; and

WHEREAS, Janet Mills, the Governor of the State of Maine, issued an Executive Order effective March 25, 2020 mandating that all non-essential businesses and operations in Maine close their physical locations that are public facing and extended that order through May 31, 2020; and

WHEREAS, Janet Mills, the Governor of the State of Maine, issued an Executive Order effective April 2, 2020 requiring people living in Maine to stay at home at all times unless for an essential job or an essential personal reason and extended that order through May 31, 2020; and

WHEREAS, Janet Mills, the Governor of the State of Maine, issued an Executive Order effective May 11, 2020 instituting a Rural Reopening Plan that allows for reopening of certain businesses in rural Maine, including those in Kennebec County; and

WHEREAS, Governor Mills' Rural Reopening Plan also provided a set of "COVID-19 Prevention Checklists" which offer specific health and safety practices for Maine businesses to protect the public and their employees;

NOW THEREFORE, pursuant to the powers vested in me through the statutes of the State of Maine, Sections 4-910 through 4-924 of the City of Hallowell Revised Code of Ordinances (1997), and common law authority to protect the public's health, safety and welfare in the event of an emergency, I, Nathaniel Rudy, City Manager of the City of Hallowell, in consultation with the Mayor, do hereby ORDER as follows:

City Hall administrative offices and the Clerk's desk will resume limited service, and will be suspended at the discretion of the City Manager.

City buildings will remain closed to the general public through Monday, July 6, 2020, except as necessary for delivery of essential services and limited access to the Clerk's office, as determined by the City.

The North Bay recycling center will reopen on a limited basis, with only two (2) people allowed inside the center at a time, and will be suspended at the discretion of the City Manager.

The Vaughan Field playground and the RES gate will remain closed through Monday, July 6, 2020.

This Order shall be effective immediately and the directives issued under it and previous Orders 20-01, 20-02, 20-03, 20-04, and 20-05 that are not rescinded herein shall remain in effect until the City Manager is satisfied that the Civil Emergency no longer exists and terminates the emergency proclamations by another proclamation.

S/

Nathaniel Rudy, City Manager

May 29, 2020

Friday, May 29, 2020