



## CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347

NATE RUDY, CITY MANAGER  
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www.hallowell.govoffice.com

April 3, 2020

To the Citizens and Friends of Hallowell:

My warmest greetings and best wishes for your health and safety, and for that of your family, friends, and loved ones. This has been a challenging and fatiguing three weeks for Hallowell, the Nation, and the world. On every level we are strained and stretched and our personal relationships have become deeper and more essential, while at the same time we are unable to experience many of the close, human interactions with people who matter most to us in our daily lives. I have the utmost appreciation for my co-workers on Hallowell's City staff and to its elected officials, who are all acting as first responders and first preventers in a global crisis that is asking the best and most from all of us, while giving us fewer of the old comforts to which we are accustomed.

Under the Governor's order curtailing "non-essential" business and operations of March 24, and her Stay-At-Home order of March 31, I am ordering measures to protect Hallowell community health, and City staff, from preventable exposure and person-to-person transmission of the virus and other illnesses. These measures, which are instituted by City Order 20-03, include the following:

1. City buildings and the public playground at Vaughan Field will remain closed to the general public through May 4, 2020, except as necessary for delivery of essential services as noted below. The Hallowell Board of Health discussed closure of public spaces and at this time support leaving them open for exercise and recreation, but strongly urge everyone to maintain physical distance and take every precaution to reduce virus transmission.
2. City Council business and essential meetings of City Council committees will be conducted via remote meeting technology.
3. City employees are advised not to travel outside of the area until further notice, both to maintain on-call status and to limit exposure and person-to-person transmission of the virus and other illnesses.

4. City employees are required to monitor their health and take such measures as checking their body temperatures at home before reporting for duty.
5. Contractors and service providers performing work for the City are likewise required to monitor their health and take such measures as checking their body temperatures before entering City buildings, and to schedule appointments at times that minimize person-to-person contact.
6. City Public Works Department employees will remain engaged with seasonal duties. Due to the space limitations at the Public Works garage, which could increase exposure and person-to-person transmission of the virus and other illnesses, the Highway Foreman will have discretion to allow employees to remain at home under active, on-call status during their core business hours when they are not working due to poor weather or other conditions. We recognize that there is important work to be done, but also acknowledge that it is not essential for PW employees to be in their offices unnecessarily at this time.
7. City Hall administrative offices (Clerk, Treasurer, CEO, Manager) will remain open at this time, for essential services only, and staff will report to the office on a reduced and rotating schedule, to reduce exposure and person-to-person transmission of the virus and other illnesses. Someone from the Clerk's or Treasurer's office will be answering the City phones during core business hours of 8 AM to 5 PM, Monday through Friday. Administrative staff working remotely will remain available for essential services, and will maintain on-call status during core business hours of 8 AM to 5 PM, Monday through Friday.
8. In general, the Maine Municipal Association has defined the following municipal services provided by the City of Hallowell as essential: Fire and EMS, Police, Public Works, Elections personnel, and General Assistance.

Specific to Hallowell, we add the following clarifications to our essential duties list:

Clerk's Office:

- Responsibilities delegated by the Emergency Management Director.
- Issue of marriage licenses.
- Post notice of meetings and other information on website.
- Notarize as needed in cases of imminent death.

- Receive delivery of packages and mail.
- Provide support as needed to other departments delivering Essential Services.

City Manager:

- Staff support.
- Responsibilities and authorities given to the City Manager under the State of Emergency / Emergency Management Ordinance in Sections 4-910 through 4-924 of the Revised Code of Ordinances, City of Hallowell (1997).
- Maintenance of the city-wide State of Emergency, including promulgation of such regulations necessary to protect life and property and to preserve critical resources.
- Responsibilities delegated to the City Manager by the Emergency Management Director, including the roles of Communications and Public Information Officer.
- Maintenance of the City's Emergency Operations Plan and liaison with City staff, Council, the public, and the Emergency Management Director and Agency.
- Administer essential City Council business.

Code Enforcement:

- Responsibilities delegated by the Emergency Management Director.
- Inspections for life safety issues.
- Community Health issues and inspections will be directed to the Health Officer or their designee, with guidance from the Board of Health.
- Clerk's office will provide support for duties including but not limited to processing permit payments and printing and mailing notices.

Fire Department / Emergency Management Director:

- Responsibilities delegated by the Emergency Management Director.
- Execute and Maintain the City's Emergency Operations Plan (Emergency Management Director and Assistants).

Police Department:

- Responsibilities delegated by the Emergency Management Director.
- Assist the General Assistance officer with new applications.

Public Works:

- Responsibilities delegated by the Emergency Management Director.
- On-call to assist with Emergency Operations.

Treasurer:

- Responsibilities delegated by the Emergency Management Director.
- Payroll processing.
- Payables processing.
- Financial accounting and bank reconciliations.
- Motor Vehicle reports.

Any services not on this list will not be performed until further notice, including issuing of burn permits, notary services not listed above, vehicle registration, and in-person tax and fee collections. Please contact the City Clerk's office or visit the City website ([www.hallowell.govoffice.com](http://www.hallowell.govoffice.com)) for information on how to perform these forms of business on-line or via mail with the City or the State of Maine, as applicable. The City phone number is 207-430-4400 or 207-623-4021. The City Clerk's office fax number is 207-621-8317.

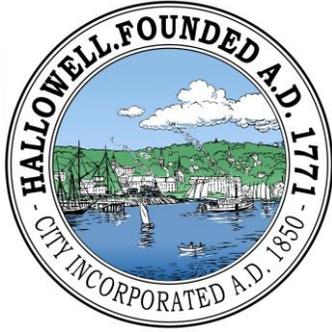
I wish you, your children, and your families care and comfort in the days to come. Our strength and endurance will be tested, and we will all need to strengthen our inner resources, patience, and civility to remain connected and focused on the end to the virus pandemic. I long for the day when we can again congregate, hold close, and return to other affairs of the world.

Please make every effort to stay safe and stay healthy, and take good care of yourselves and your blessings.

Respectfully yours,

S/

Nate Rudy  
City Manager



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## ORDER OF THE CITY MANAGER

### Order 20-03

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

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

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;

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 buildings and the playground at Vaughan Field will remain closed to the general public through May 4, 2020, except as necessary for delivery of essential services as determined by the City Manager and following the Governor's Executive Orders.

City Council business and essential meetings of City Council committees will be conducted via remote meeting technology.

City Public Works Department employees will remain engaged with seasonal duties. Due to the space limitations at the Public Works garage, which could increase exposure and person-to-person transmission of the virus and other illnesses, the Highway Foreman will have discretion to allow employees to remain at home under active, on-call status during their core business hours when they are not working due to poor weather or other extenuating conditions.

City Hall administrative offices (Clerk, Treasurer, CEO, Manager) will remain open at this time, for essential services only, and staff will report to the office on a reduced and rotating schedule, to reduce exposure and person-to-person transmission of the virus and other illnesses.

This Order shall be effective immediately and the directives issued under it and previous Orders 20-01 and 20-02 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.

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Nathaniel Rudy, City Manager

*4/3/2020*

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Friday, April 03, 2020