

# TOWN OF MILTON

## Town Manager's Office

43 Bombardier Road • Milton, Vermont 05468

TELEPHONE: 802-893-6655 • FAX: 802-893-1005 • [www.miltonvt.gov](http://www.miltonvt.gov)

At the Town of Milton, the safety and well-being of our staff, residents and our visitors is always our priority. We recognize that we are here to assist you, your families and our emergency service responders. We are actively monitoring the COVID-19/Coronavirus situation and taking steps to help keep our staff and residents safe.

We are closely monitoring updates from the Center for Disease Control and the World Health Organization regarding COVID-19. We will continue to seek guidance from these agencies, public health officials and government agencies on an ongoing basis.

As our staff interact with residents and the general public, we have taken steps to limit exposure to the virus. We have implemented restrictions on personal contact, and continue to reinforce safe behavior in every environment.

Essential Town Board Meetings will continue as scheduled for now. The public is encouraged to participate and engage remotely.

Access to town offices is by appointment only. For those who must visit there will be hand washing stations to use before entering employee work spaces. Town staff stands ready to assist residents over the phone.

There is a secure drop box available near the rear entrance of Municipal Building that is checked daily.

Please put all payments in the drop box. Mail water bills to the address on the slip and wait for your check to clear as your receipt.

Public use of meeting spaces in the Town Hall, Library, Fire Station and Police Station is suspended.

Library is closed to the public.

Recreation programming will be host-space dependent.

Dog Licenses can also be submitted using the mail. Mail the Town Clerk's Office a check and a valid rabies certificate, and staff will mail you your tag.

These services are always available but, to help keep everyone safe, we encourage you to consider using them during this time.



### **Milton School District**

- School closed for all students beginning Wednesday, March 18, 2020 and ending April 6, 2020. At which time closure will be re-evaluated.
- See school website for more information.

### **Rescue Department**

- No public access to the Rescue Department except for duty crew.
- Rescue Department will clean own Department.
- Cancelled all training.
- Will respond to all emergency 911 calls.
- New Procedure for calls:
  - Dispatch will screen people by asking three questions.
  - Rescue crew will contact hospital ahead of arrival.
  - Transfer of patients happens outside of the hospital.
  - Rescue crew decontaminates all equipment after every call, even if there are no symptoms.

### **Police Department**

- Currently responding to emergency 911 calls as needed.
- Cleaning work areas twice a shift.
- Stopped responding to Rescue calls,
- Limiting traffic in and out of work areas.
- Cancelled all training.



### **Fire Department**

- No public access to the Fire Department except for crew currently on duty.
- Practicing social distancing.
- No training or meetings through April.
- Will continue responding to 911 emergency calls

### **Library**

- Library will be closed effective Tuesday, March 16, 2020 until April 6, 2020. At which time closure will be re-evaluated.
- Cancelled all programing.
- Library does have available on-line services.
- Library will not be responding to emails or phones.
- There will be no fines for overdue books.
- Book drop is open.

### **Public Works Department**

- Maintaining highways, roads, water and wastewater system.
- Will not be activating water shutoffs.
- Stopping all meter replacements until further notice.
- Disinfecting all work surfaces and work vehicles daily.

### **Treasurer**

- Issuing 30 days for extension of water shutoffs.
- Waiving late fees for dog licenses.



### **Town Clerk**

- Encouraging online payments and use of outside drop box for payments.
- Using gloves when dealing with cash.
- Title searchers will be allowed in office from 10-12 daily and by appointment.

### **Recreation Department**

- Cancelled all programs until end of April.
- Refunding all prepayments.
- Discouraging people to go to the Park.
- Encouraging online registrations.

### **Planning and Zoning Department**

- Please make an appointment with Amanda or Richard before coming to the office for zoning permits or projects.

### **Assessors**

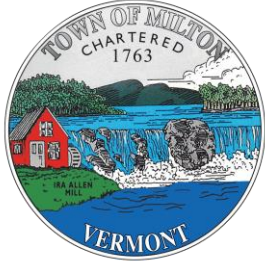
- Switching to appointments only.
- Cancelled all training.

### **Finance Department**

- Finance Department minimum staffing.

### **Human Resources/Administration/Facilities**

- Community Room is closed until further notice.
- Cleaning crew is disinfecting all surfaces and currently working 5 days a week.
- Signage will be added to lobby.
- Posting all information on Facebook and Town website.



### **Planning Commission**

- Cancelled until further notice.

### **Economic Development Commission**

- Cancelled until further notice.

### **Development Review Board**

- Will proceed on as needed basis.

### **Conservation Commission**

- Cancelled until further notice.

### **Town Manager's Office**

- Town Manager will meet with Selectboard regularly to update
- Town Manager to provide regular public updates to residents on available town services.
- All staff is encouraged to stay in own workspace.
- Maintaining operations to provide services to residents on as needed basis.
- Sending a letter to community neighborhoods known to have vulnerable populations.
- If staff feels ill, do not come to work. Staff must speak with their supervisor when calling in so that they can be asked the three questions.

### **Three Questions you should ask anyone you come in contact**

1. Do you have a fever?
2. Have you traveled outside the United States recently?
3. Have you had any contact with someone that has Coronavirus?

As always, thank you for your patience and for your continued trust as we manage through this time together.

Don Turner

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/get-your-household-ready-for-COVID-19.html>