

TOWN OF MILTON

Town Manager's Office

43 Bombardier Road • Milton, Vermont 05468

TELEPHONE: 802-893-6655 •

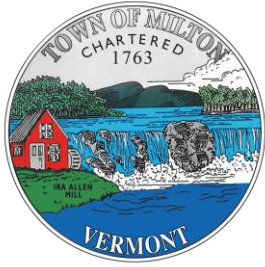
• www.miltonvt.gov

Situational Update

March 21, 2020

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

1. Essential Town Selectboard meetings will continue as scheduled for now generally by teleconferences. Development Review Board Meetings will proceed on an as-needed basis. The public is encouraged to participate and engage remotely. Commissions: Planning, Economic Development, Conservation, Cemetery and Recreation commission meetings are cancelled until further notice.
2. Town Manager's office will remain open by appointment only throughout the duration of pandemic. Town Manager staff, Human Resources Director will rotate to assure that office is open 8-5 daily.
3. Finance department director and Fiscal Assistant II will working remotely and hours expanded to allow remaining staff to work at different times to avoid contact with others in office. Accounts payable, receivable and payroll are essential functions.
4. Town Clerk/Town Treasurers Office will remain open 8-5 daily to assist residents by phone or email, process payments etc. There is a secure drop box at front entrance of Municipal building that is checked regularly throughout the day. 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. Title searchers will be by appointment only.
5. Access to Municipal building is by appointment only. For those who must visit there will be a phone with dialing instructions placed at the front entrance interior doors in lobby. Hand sanitizing stations are to be used before entering employee work spaces. Town staff stands ready to assist residents over the phone.
6. Public use of meeting spaces in the Municipal Building, Library, Fire Station, Wastewater Plant, Highway garage and Police Station is suspended. Community room is closed.
7. Dog Licenses can be submitted using the mail. Late fees will be waived.
8. School closed for all students beginning Wednesday, March 18, 2020 and ending April 6, 2020. At which time closure will be re-evaluated.



9. No public access to the Fire or Rescue Departments except for duty crew. All trainings are cancelled.
10. Rescue call procedures: A) Dispatch will screen people by asking three questions. B) Rescue crew will contact hospital ahead of arrival. C) Transfer of patients happens outside of the hospital. D) Rescue crew decontaminates all equipment after every call, even if there are no symptoms.
11. Police department starting Monday 3/23/20 all employees are working 12 hour shifts including Chief, Sergeants, detectives, School Resource Officer and administrative staff. This creates four teams working independently of one another. Limit exposure between teams on and off duty. Office remains open for appointments. **Call 911 for emergency.**
12. Library is closed and library programs are cancelled. There will be no fines for overdue books. Book drop is open. Library staff are working regular hours on other projects.
13. Recreation programs have been cancelled until the end of April. Ice Out tickets are still available online only.
14. Planning and Zoning staff are working remotely but are available by appointment.
15. Assessor's staff available by appointment only.
16. Public works administration are working remotely when possible are available for appointments.
17. Water Department will not be activating water shutoffs or replace meters until further notice.
18. Wastewater/Water department as of Monday 3/23/20 will be divided as follows: two independent crews of two staff members and the Chief operator working remotely.
19. Highway Department as of Monday 3/23/20 will be divided as follows: 2 crews of four employees, one crew will report to fire station daily and assigned work, second crew will report to highway garage. Crews are to work independently.
20. Parks and recreational trails are open weather permitting.
21. Dog Park is currently **CLOSED** until weather and conditions improve.

We are encouraging all residents to call or email if you need assistance from the Town. We are here to serve but in this unprecedented time, we want to protect the health and safety of our staff and residents. As always, thank you for your patience and continued trust as we manage through this time together.

**Town Website- <https://www.miltonvt.gov>
802-893-6655**

Thank you!

