

Corona Virus- Daily Update

Michael T. Paulhus, Town Manager

Friday, March 20, 2020

Police Department:

1. Working to test Emergency Operation Center systems and equipment.

Fire Department:

1. Assembled and Issued General Order #43 related to COVID-19 Ops and Infection Control
2. Attended unified command meeting at EOC to discuss current issues and public info release

Town Hall – Closed to the Public

➤ **Assessor:**

1. Elderly and Totally Disabled Homeowner's program suspended
2. Accepting and processing plate cancellation receipts suspended
3. Assessor's meeting up to May are cancelled

➤ **Building Department:**

1. Reviewing on-line capabilities

➤ **Central Services- Purchasing:**

1. Ordering cleaning supplies and monitoring those orders
2. Working to develop a process for "virtual" bid openings

➤ **Elections- Registrar of Voters:**

1. Collaborating with Town Clerk and State regarding Primary

➤ **Engineering Department:**

1. Status Quo

➤ **Finance Department:**

1. Status Quo

➤ **Planning & Zoning:**

1. Status Quo

➤ **Tax Collector:**

1. All inquires will be directed to pay on line at Point & Pay
2. Payments will not have any processing fees attached
3. We have not determined an end date for this convenience to our taxpayers

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➤ **Town Clerk:**

1. Land Records: Beginning March 23, 2020 Cott Systems will waive subscription fee allowing customers to access online database, only paying \$2 per copies
2. Marriage licenses: Cott Systems offering online module, working to purchase this Most other duties can done online or via mail
3. CT Presidential Preference Primaries postponed until June 2, 2020

Library System- Atwater Library & Smith Library: Closed to the Public

1. Closed to the public, some full-time and part-time staff reporting
2. All scheduled programs cancelled/ postponed- dates TBD
3. Staff available onsite to answer patron phone calls/ emails
4. Staff encouraging users to access the Library's digital resources remotely
5. No curbside or homebound deliveries of Library items until further notice

Senior Center/ Community Center/ Parks and Recreation: Closed to the Public

1. Contacted agencies to provide services to homebound senior citizens
2. Contacted individual users to report on wellness and needs
3. Contacted individual users to organize delivery of food
4. Delivered food aide to individual homebound users

Public Works Department:

1. The department is working regular hours but is closed to the public.
2. Sanitized facility and equipment.
3. Acquired disinfectant wipes, bleach and distributed to Town buildings

Social Services:

1. Contacting at risk population in the community to assess needs
2. Working on Fuel assistance program for primary and secondary heat source
3. Contacting clients in need to address and resolve issues (furnace/boiler/water heater repair)
4. Contacting outside agencies to develop plans and procedures to meet needs of community