Chittenden County Municipal Government Response to COVID-19
March 25, 2020, 5 pm

	Town Offices	Board and Committees	Payments	Emergency Declaration/EOC	Utilities/Libraries	Other	Info for volunteers/those needing assistance
Bolton – http://boltonvt.com/	The Bolton Town Office is closed to the public until further notice. Will no longer be scheduling appointments for title search work. Requests for bills, forms and documents will all be handled electronically during regular business hours,	All non-essential town board, committee and commission meetings have been cancelled until further notice.	All payments (taxes, dog licenses) and/or applications (DRB, marriage license) to be left in a secure drop box. The late fee for dog licensing has been waived until May 1, 2020.				If you need HELP, or want to volunteer to help during this time, please send an email to: HELP@boltonvt.com
Burlington - https://www.burlingtonvt.gov/covid-19	Closing or restricting access to all City buildings and curtailing many City services in the interest of social distancing until at least April 6.	Cancellation of all Board and Commission meetings, with the exception of the Board of Finance and City Council. Please look out for additional information on remote plans for.		EOC open. Declaring an emergency in order to exercise emergency powers to protect public health and safety	Suspending disconnections of municipal utility services for non-payment until further notice and working to put together a broad relief package.		
Charlotte – https://www.charlottevt.org/	The Town Hall is closed to the public. The vault is accessible for title searches but must call the Clerk's Office to make an appointment. Most services can be provided by phone, email or fax. If you are desperate for a notary, let us know and we will try and figure out the best way to accommodate you. Thank you.	All meetings except those of the Selectboard are cancelled. We will be exploring using Zoom for holding Selectboard meetings, and possible other board meetings.				The Charlotte Senior Center has closed until April 30th and the Charlotte Library has closed until April 6th.	
Colchester - https://www.colchestervt.gov/3193/COVID-19Town-Services	The Town Offices are closed to the public until further notice. Most services can be completed by email, online and via telephone.			Declaring an emergency as per Colchester emergency management ordinance.		With the exception of crucial municipal services such as rescue, fire, police, dispatch, winter road maintenance, and other critical infrastructure maintenance, our municipal departments will be working remotely. Many municipal services are available via phone, email, U.S. mail, and online. Recreation programs and before/after school care are suspended until April 6th. The Library is closed to the public but is delivering online services.	Colchester Helping Colchester -- https://colchesterhelping.colchestervt.us/welcome

Essex and Essex Junction - https://www.essexjunction.org/	All Town and Village offices and departments are closed to the public. Closures will remain in effect until at least April 6. Asking residents to do municipal business by phone, email or drop box whenever possible. For any business that cannot be conducted remotely, staff will be available by appointment only. Public use of meeting spaces in the Town Offices, Village Offices, Brownell and Essex Free libraries, Fire Stations, Police Station, and Recreation Offices is suspended through April 19.	All upcoming board/ commission/ committee meetings that do not require important business or deadlines are cancelled through at least April 19. Exceptions will be for essential public meetings, including Essex Selectboard and Essex Junction Board of Trustees. Meetings of the Essex Selectboard and Essex Junction Board of Trustees are live-streamed on Channel 17's YouTube Channel, until further notice	Secure drop boxes are available at the main entrance of the Town Offices (81 Main St.) and at the rear entrance of the Village Offices (2 Lincoln St.) for bill paying.			The Essex Senior Center will be closed starting March 16th until further notice. Starting March 16 the Essex Senior Bus will be used only for medical(non-emergency), pharmacy and grocery store trips.	
Hinesburg - https://www.hinesburg.org/	Hinesburg Town Hall is closed to the public. All meetings and functions at Town Hall have been cancelled until further notice. All Recreation programs have been cancelled including those that were scheduled at other locations in town. Town Hall staff will continue to operate either remotely or at Town Hall. Staff will be available to assist the public by phone or via email Monday through Friday from 8:00 am- 4:00 pm.	The Selectboard is conducting their meetings remotely. Contact the Town Administrator's office for remote connect information.				School meal information on town website	Volunteer coordination via google docs.
Huntington - https://www.huntingtonvt.org/	All municipal buildings are closed to the public including the Town Office, Town Hall, Library and Fire Station. Exceptions are by appointment only. The Community Church of Huntington, which provides community meeting space, is closed to the public and in-person services suspended. Public access to records and essential business is available by appointment only. Instructions for online, email,	All other non-essential in-person meetings of Town boards, committees, and commissions are cancelled until further notice. Selectboard meetings will be limited to essential business only, and information will be provided to the public on how to participate remotely. DRB meetings will be limited to essential business only and hearings will be rescheduled if at all possible. Information will be provided			Library staff and trustees are establishing procedures to allow public access to books with no in-person contact.	All public events are cancelled or rescheduled until further notice, including the Rabies Clinic; Senior Meals; activities sponsored by the Community Senior Center of Richmond, Huntington & Bolton; the Pancake Breakfast; and sugarhouse tours.	Coordinated effort in place to provide shopping, errands, deliveries, providing meals, donating goods, emergency financial assistance, friendly check-in phone calls and other services for those who are high-risk, feeling sick, in quarantine, have other limitations. Over 45 individuals and families have signed up to provide assistance – an effort that is being handled by representatives from HERO

	postal mail and drop box are in place. Deadlines for dog licenses, DMV licenses, and DMV registrations have been extended.	to the public on how to participate remotely.					(the Town's Elderly Resources Committee); Neighbor Helping Neighbor (emergency financial assistance for Huntington residents); Edward Heyman's Soups On (now providing weekly soup deliveries and other nutrition assistance); Meals on Wheels; & our local school; and the Town Emergency Management Coordinator.
Jericho - **https://jerichovt.org/boards-committees/news_feed/updated-response-to-the-coronavirus**	The Town Hall is closed to walk-ins. Individuals will need to call or email the appropriate staff person who will then figure out how to assist them remotely. The Town Clerk will be scheduling appointments for anyone who needs to research land records in order to keep the number of people in the office at one time to a minimum.	Cancelling all non-essential public meetings and limiting SB meetings to business that is absolutely necessary. Asking people not to attend meetings and instead, view them on a live stream and email questions before the meeting.					
Milton - **https://www.miltonvt.gov/396/Response-to-COVID-19**	Access to Milton Municipal Building is by appointment only. Title searchers will be allowed by appointment only.Planning and zoning and assessor switching to appointments only.	Town Selectboard will continue as scheduled for now. Development Review Board Meetings will proceed on an as-needed basis. The public is encouraged to participate and engage remotely. Planning Commission, Economic Development Commission, and Conservation Commission meetings are cancelled until further notice.	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.		Will not be activating water shutoffs. Stopping all water meter replacements until further notice. Library is closed and library programs are cancelled. There will be no fines for overdue books. Book drop is open.	Public use of meeting spaces in the Town Hall, Library, Fire Station and Police Station is suspended. Community room is closed. Dog Licenses can be submitted using the mail. Late fees will be waived. All recreational programs have been cancelled until the end of April and people are discouraged from going to the park.	
Richmond - http://www.richmondvt.gov/about-richmond/covid-19-response/	The Town Center is closed to the public**.** This includes the Town Clerk's office and all other municipal offices. Staff will be working from home as much as possible. People are asked to call or email for any business they have with Town staff. People with business that cannot be conducted by phone or email	For the time being Town Board/ Committee/ Commission meetings will be held on their usual days and times. All meetings will offer a call-in number and link to attend online. There will be one person in the Town Center for each meeting as per statute. People are highly	People who are dropping off a payment should use the drop-box located to the left of the main entrance to the Town Center.		The Richmond Free Library is closed to the public The library will offer limited services such as lending of materials to patrons who reserve online or by phone. Check the Richmond Free Library website for details: https://richmondfreelibraryvt.org/		Resource list and take-out and delivery food options on town website

	will be allowed in the Town Center by appointment only. Town Clerk's Office is closed to the public, except by appointment.	encouraged to call into the meetings.			The drop-box located in the Town Center parking lot near the library entrance should be used to return items to the library		
Shelburne - **https://www.shelburnevt.org/**	The Manager's office is open and available for whatever may be needed. The Town Clerk's office will help as best they can, but will not be processing any applications (such as passports) in person. Dog License paperwork may be mailed in. Planning and Zoning will use a combination of remote- and on-site staffing. Applications may be filed electronically or by mail.	Complete moratorium on all meetings or events that are either sponsored by the Town or hosted in any municipal facilities, including Town Offices and Gym, Library, and Historic Town Hall. This moratorium will extend until at least April 17th.			Adjusting food shelf operation to keep it open for those in need while limiting risk/exposure by limiting the number of volunteers helping. No patrons inside the building or food shelf stockroom. Library closed; staff will deliver books to patrons' cars if they call ahead to request specific titles. The Wastewater Department remains on call for issues that may arise. Buildings and Grounds will continue their cleaning and maintenance activities.		
St. George - **https://www.stgeorgevermont.com/**	Town office is closed until further notice to the public. The office staff will conduct business via phone and email.				Dog license deadline is extended to May 1		
South Burlington - **http://www.southburlingtonvt.gov/**	**CITY HALL -** The building is closed. **CITY CLERK -** By appointment only. **PLANNING & ZONING -** By appointment only. However, you may access most files electronically.	**PUBLIC MEETINGS** - With the exception of City Council, Development Review Board, and Planning Commission meetings, all other public meetings have been cancelled. For City Council, DRB and PC meetings, we will provide information to participate remotely.			**POLICE DEPARTMENT -** The front lobby of police headquarters is locked. Visitors can communicate to dispatch via the phone in the vestibule. All community meeting rooms are closed in the building. The Community Justice Center is closed, however the parallel justice services are being maintained. **FIRE DEPARTMENT -** If you have business with the South Burlington Fire Department Fire Marshal, Electrical Inspector or ambulance billing, please utilize the lobby phone and you will assisted accordingly. Public Access into the firehouse is closed. **LIBRARY -** The Public Library is closed and will remain		

					closed until further notice. **PUBLIC WORKS -** The building at 104 Landfill Road is closed to the public. All permits are available online. **RECREATION -** All programs held in schools and municipal facilities (City Hall and Parks) have been cancelled until further notice.		
Underhill - https://www.underhillvt.gov/	The Underhill Town Office is closed to the public until further notice. The Board will reevaluate the need for the closure on April 23rd. The Town Office staff will remain available to assist by phone and email during regular business hours. For residence, copies of tax bills and tax status reports, lister cards, etc. can all be handled electronically. The town will respond to requests via phone and email to the extent they can. For title searchers, make an appointment with the town clerk.		Tax payments, dog license renewals, zoning applications and other payments and applications can be mailed, left in the drop box, or scanned and emailed if applicable. The late fee for dog licensing has been waived until May 1, 2020.				
Westford - https://westfordvt.us/	Town Office is closed to the public until further notice. The following Town business can be done via mail: tax payments, dog licenses, single document requests, land postings, Green Mountain Passports etc. Please call or email with specific details.	For Board and Committee meetings please contact the Chair of that group for the status of upcoming meetings.	Payments can be dropped at the drop box to the left of the Town Office entrance door, mailed in or paid online.			Dog Licenses will be issued through May 1st without a late penalty assessed.	Organizing volunteers through google docs.
Williston - https://www.town.williston.vt.us/	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. Public use of meeting spaces in the Town Hall, Library, Fire Station and Police Station is suspended.	Essential Town Board Meetings will continue as scheduled for now. The public is encouraged to participate and engage remotely.	There is a secure drop box available near the rear entrance of Town Hall 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.			Library is closed to the public. Recreation programming will be host-space dependent. The Williston Fire Department will not be providing car seat checks. 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.	Link on town website for volunteers and those needing assistance.

Winooski - **https://www.winooskivt.gov/1412/COVID-19-Information**	Municipal buildings are now closed to the public through 4.5.20 (at least). Essential services will be maintained with minimal staffing. Service at the City Clerk's Office is by appointment only. Please call 802 655 6410 to schedule an appointment for time-sensitive, non-electronic needs. All requests will be responded to within one business day. Time with property records will be limited to two people at a time. All requests that can be done on-line or electronically will be accommodated in that fashion. Those who are able will be working remotely. All other non-essential staff will not be reporting to work.	Policy Commissions – Charter, Housing, Finance, Municipal Infrastructure, and Safe Healthy Connected People commission meetings will be canceled until April 15th. City Council Meetings – meetings will be held on schedule; however, a teleconferencing option will be made available to the Council, Staff, and community who would prefer to participate from home. Development Review Board – the meeting currently scheduled for Thursday, March 19th, will be convened for the sole purpose of rescheduling the hearings to April 16th. No other actions will be taken.				Police, Fire, and Public Works services remain fully operational but at minimal staffing levels. Winooski Senior Center is closed until further notice. Contingency plans are in place for Meals on Wheels deliveries. Winooski Memorial Library – provisions for reading or viewing materials to be delivered at home or for curbside pickup at the Library. Access to ebooks and audiobooks is also available 24/7 through web resources. Downtown parking enforcement and ticketing is suspended. All non-essential inspections are suspended for the foreseeable future. Housing complaints will continue to be processed. The deadline for dog license renewals is extended from April 1 to May 1, 2020. All disconnections due to utility non-payments are canceled for the quarter.	Information for those wanting to volunteer and those needing assistance on City website.