

## TOWN OF OTISFIELD

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**April 13, 2020**

To our residents and neighbors,

The following is an update of the March 27<sup>th</sup> letter regarding the town's actions due to the recent Coronavirus - COVID 19 pandemic.

We are continuing to closely monitor the national and state CDC and county EMA updates, recommendations and warnings as this pandemic spreads across the globe, the nation and our State of Maine. (We hope that all of you are taking this seriously. Its real and its life threatening.)

**PLEASE FOLLOW THE MAINE CDC GUIDELINES. YOU'LL FIND THE LINK ON OUR WEBSITE.**

**PLEASE KEEP LOOKING AT OUR WEBSITE FOR UPDATES.**

**PLEASE CONTINUE TO PRACTICE PHYSICAL DISTANCING OF AT LEAST 6 FEET.**

**PLEASE STAY HOME AND STAY SAFE WHENEVER POSSIBLE.**

**PLEASE READ OUR TOWN OFFICE SIGN AS YOU PASS BY.**

On **Wednesday April 8th at 6PM**, we had our **third emergency meeting** with the Select Board (Hal Ferguson, Lenny Adler and Rick Micklon), EMS Chief Beth Damon, EMA Director Jesse Cottingham, Health Officer Fred Collins and our Administrative Assistant Anne Pastore. The purpose of the meeting was to share updated perspectives and input regarding what we're hearing, being advised and continue a substantive plan of action regarding how this could affect Otisfield.

We unanimously decided the following:

1. To keep attempting to get the message out to our year round and summer residents that they **MUST** follow the Maine CDC advice regarding **"limited exposure by social distancing" and to "continue to be vigilant in washing our hands at every needed moment"**.
2. To keep the Town Office closed to the public. **The office will be servicing the public's needs by telephone and our website. The staff is available to assist callers in any way possible. This includes our Code Office as well.** If someone **MUST** see our staff, it will be by appointment only and that staff person will determine exactly how that meeting will be handled. We are willing to meet residents outside if needed but with conditions. **NOTE: We have installed a wireless doorbell at the front door. It will alert staff that someone is at the door and may need assistance.**
3. **Anne: Town Office will not be open on Tuesday evenings, starting on the 14<sup>th</sup>, until further notice. The reasoning is that because people can't enter the building, even**

**though it's after work on that one day of the week, the staff can answer their questions by phone, during the other days of the week. BOS agree.**

4. We will meet again on **April 22nd at 6PM** and assess our position at that time.
5. All board and committee meetings are still cancelled until further notice.

NOTES:

- A. The Board of Selectman's meetings will continue at the moment so we can pay our warrants and conduct as little business as needed. These meetings will be "limited in scope and we request that people NOT attend". They are open to the public by State statute but we ask that people not attend and ask questions regarding the status of the situation before us. Those questions can be answered by phone or email or by seeing one of us individually. We'd prefer people to stay home and not risk their health or ours.
  - B. Special cleaning and 6' chair spacing will be utilized for these meetings. No more than 9 people are allowed into the meeting room, including the necessary town officials and staff.
  - C. Department Heads, Board/Committee Chairs and others are not needed to attend and we ask that they postpone updating or requesting answers from the Selectmen that could be done by phone or email.
6. We are cancelling all use of the Community Hall until further notice. **NOTE: Signs are now posted at each entry door. DO NOT ENTER EVEN IF YOU HAVE A KEY.**
  7. We will be in direct contact with our County EMA office. This includes updates from the Maine CDC Office. This information will be communicated to all team members.
  8. We will continue to update Otisfield residents through our website, as information becomes available. This will be the primary means of communicating with the public and will focus on facts and information as communicated by the Maine CDC.
  9. We will continue to monitor those in need of food, fuel and special assistance. We will work closely with the churches and food banks as needs may arise. **NOTE: Both Otisfield Food Banks are in good shape. Jesse reported that Oxford County EMA is requesting updates on anyone needing food assistance. BOS and Anne Pastore will keep him posted. Please spread the word to those needing food to contact us!**
  10. **Jesse will assist Anne in tracking any COVID related town expenses in hopes for federal reimbursement. (Glass shields at front counter, cleaning labor, fire dept. PPE, etc.)**
  11. **Beth reported on the protocols for screening 911 calls, first responder's usage of PPE personal protective equipment), PPE inventory and a brief overview of how Stephens Memorial Hospital is processing/preparing COVID related/non related patients.**
  12. All our fire stations are closed to all non-essential duty and department personnel, per Chief Jordan. He will administer that status as needed and update us if changed.
  13. We will be installing permanent safety glass shields at the public's counter tops / clerks' work stations, as soon as possible. This expense may be covered by the national disaster declaration act. Jesse will check for us.

As always, thank you all for your understanding and we ask that you please be safe, healthy and be on the lookout for neighbors who may need assistance. **We stand ready to help in any means possible. We are just a phone call away.**

From our families to yours,

Hal Ferguson, Rick Micklon, Lenny Adler