

## TOWN OF OTISFIELD

403 State Route 121, Otisfield, ME 04270  
Voice: 207.539.2664 Fax: 207.539.2246  
[otisfield@myfairpoint.net](mailto:otisfield@myfairpoint.net)



**April 22, 2020**

To our residents and neighbors,

The following is **an update of the April 13<sup>th</sup> letter** regarding the town's actions due to the recent Coronavirus - COVID 19 pandemic.

### **PRIOR DISCUSSIONS/ACTIONS/UPDATES:**

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 **fourth 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.

### **UDATED INFORMATION:**

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, as of 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 **May 13th at 6PM** and assess our position at that time.
5. All board and committee meetings are still cancelled until further notice. **See below for updated discussions.**

#### NOTES:

- A. The Board of Selectman's meetings **will continue**, 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 have canceled 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. **SEE BELOW.**
  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.)

## CURRENT UPDATES:

#### Fire Chief Kyle Jordan:

1. Call volume is low
2. Discussed "truck checks re limiting number of personnel in one place".
3. First responders and other personnel: re COVID 19 calls and PPE usage.
4. Already seeing call responders using PPE on site.
5. Discussed cleaning of vehicles and apparatus.
6. PACE using face masks during all shifts.
7. PPE is good shape for inventory.

EMA Chief Jesse Cottingham:

1. Maine CDC reports continual but SLOWLY rising numbers of positive.
2. Grant process ongoing.
3. Collecting expenses for reimbursement.
4. Maine Governor: "Stay at home order" not extended yet BUT expect an update soon. State of Emergency extended to May 15.
5. Expressed appreciation for these collective meetings and the posting of the minutes on the town website. Many area towns are not doing this.

Administrative Assistant Anne Pastore:

1. Has connection for face masks if needed by Fire Dept.
2. Secretary of State: asking if PPE are needed for elections personnel and how many attendees can fit into Hall. (Chief will assist with determining that answer.)
3. Leslie Lewin, former Seeds of Peace Executive Director, voluntarily organizing a fund drive for Otisfield pantries.
4. New online registration service, Rapid Renewal, expected to go live within next week.

Code Officer / Health Officer Fred Collins:

1. Due to COVID 19 and cancellation of board meetings; has 2-3 Shoreland Zoning applications that need Planning Board approval. At least one will probably need a site walk. Can't hold them off any longer. Can BOS allow them to meet in person or by Zoom and still allow them to do a site walk?  
BOS reply: All agree that we can't hold up applications. Rick will contact each member to request their input regarding meeting in person at the Annex or Community Hall; utilizing the same safety and health precautions that the BOS and this COVID 19 members use. All we're asking for is a quorum of 3. Rick will report back.
2. Noticed that he's having a difficult time finding houses due to lack of house numbers being posted on mailboxes and houses. As Health Officer, he feels it needs to be addressed again, as part of our ongoing efforts. Chief 100% agrees and hopes we can somehow get the word out ...once again.

BOS:

1. Still proceeding, at this time, with Town mtg and public hearing.
2. Working on board mtg formats; specifically Planning Board. Update to follow.
3. Food pantry update: Servicing all who request assistance. No shortage at this time.
4. Keeping transfer station hours in place.
5. Next COVID 19 meeting: May 13. 6PM.

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