

## **ALFRED TOWN HALL RE-OPENING**

The Town Hall will re-open on Monday, June 15th at 8:00am. The hours will remain the same, but, the appointment hours may change.

Things are different for all of us, so please comply with the requirements we have set forth to insure the safety and efficiency for all those involved.

We ask that all residents adhere and comply with the following guidelines:

- 1 – Appointments must be made by calling the Town Hall phone numbers listed below;
- 2 – **Everyone** must wear a mask unless a medical issue prevents you from doing so;
- 3 – One person per appointment, if possible, please do not bring children inside;
- 4 – The bathrooms will not be available for public use;
- 5 – Waiting for appointments will be done in the waiting area outside;
- 6 – Practice 6 foot social distancing;
- 7 – Please bring your own pens; and
- 8 – Please wear gloves or sanitize your hands when you arrive.

The staff will be providing all the services they always have, but will need to do so in a more orderly and organized fashion. As you can imagine, the demand to pay taxes, register vehicles, register to vote, etc is going to be strong and the staff will be very busy. When you call, please, leave a message with your number. We need to stick to appointment schedules so your call may not get picked up immediately. Your call will be returned, but please be patient.

The nice weather allows people to wait outside. We will rope off an area in front of the building that will allow you to maintain social distancing if you do not want to wait in your car.

Below is a list of who to call for what service, and if necessary an appointment. Please **note the extension** to get to the right person without a lot of transferring of your call.

The Tax Collector and Town Clerk are both able to assist with a variety of services here at the Town Hall.

If you want to register a vehicle, pay taxes or get a fishing license call the Tax Collector, Michelle Lord, at 324-5872 extension 203.

If you want to register to vote, get an absentee ballot, birth certificate or obtain a marriage intention call the Town Clerk, Sarah Hewitt at 324-5872 extension 204.

If you want to schedule an appointment with the Code Enforcement Officer, call Jim Allaire at 324-5872 extension 206.

## **OTHER NUMBERS**

Tammy Bellman, Administrative Assistant, 324-5872 extension 202

Fred Holt, Treasurer, 324-5872 extension 205

Bob Tripp, Tax Assessor, 324-5872 extension 210

Donna Pirone, General Assistance 324-5872 extension 207

This is new to all of us and there is “no one size fits all manual” on how to accomplish this. There will be glitches, delays, and obstacles that will inevitably come up and we all need to be patient, cooperative and understanding as we work through this.

Thank you in advance for your time, patience and cooperation.

Alfred Board of Selectmen

Tony Palminteri

George Donovan

Glenn Dochtermann