



TOWN OF HAMPDEN

PUBLIC NOTICE REGARDING COVID-19 PROTOCOL

Effective 03/17/2020, all publicly accessed spaces in all Town Departments will be closed to the public until March 31st, although there will be on-going assessment of the situation, and continued monitoring of the CDC guidelines. We will update everyone as information changes and/or becomes available. Public closure includes the Town Office and Code Enforcement Office. All special events at the Recreation Department, Library and Pool will be closed and cancelled. Public Works employees will remain status quo including the Transfer Station which will remain open. All Boards and Committee meetings, except for Town Council and Planning Board will be cancelled; those mandatory governing boards will only be cancelled by their respective Chair until such time as, or if, the Attorney General's office defines new rules for public access at public meetings via Skype, or phone calls. (Municipalities are still waiting for guidance on that.)

SERVICES:

- a. Code Enforcement functions will be handled over the telephone and via email and the internet. This includes building permits. All forms are available on the website and the CEO will have remote access to his desktop computer. The link for Code Enforcement is the following: <https://www.hampdenmaine.gov/code>
- b. Burn permits, concealed weapons applications, and dropping off expired medicine will not be handled during this shutdown.
- c. No use of the community room for any entity, for any reason, unless police and fire have initiated it.
- d. Recreation will cancel all programs and be closed to the public. Please contact the Recreation Department to initiate any refunds due for cancelled events.
- e. Pool will cancel all programs and be closed to the public. Please contact the Pool Department to initiate any refunds due for cancelled events.
- f. Library will cancel all programs and be closed to the public. Please contact the Library to initiate any refunds due for cancelled events.

- g. Assessing Department will remain open and will be performing field work or updating internal files before the April 1st deadline. Customer inquiries will be handled via telephone or email.
- h. IT Department will remain on-site and available to staff.
- i. Administrative transactions will be handled via telephone, on-line and through the mail to the extent possible. This includes rapid renewal of vehicle registrations, dog licenses, ATV/Boat/Snowmobile registrations, Hunting & Fishing licenses, Tax Payments and Sewer payments. The link to on-line services on our website is the following: <https://www.hampdenmaine.gov/onlineservices> Administrative staff will be available at the Town Office to assist customers for all other inquiries.
- j. General Assistance intake will be handled over the phone.
- k. The Transfer Station will be open as usual; however the swap shop will be closed.

The Town of Hampden is doing our best effort to remain diligent in keeping our workforce and the public safe from the COVID-19 virus and remain committed to adhering to guidelines set out by the CDC. We apologize for any inconvenience but feel that we, along with other government agencies, schools and certain business, must do our part to keep potential exposure to a minimum. We are here to answer any question the public might have, give us a call. We will be happy to assist you.

Town office: 862-3034

Department of Public Safety 862-4000

Department of Public Works 862-3337

Recreation Department: 862-6451

Lura Hoit Pool: 862-4305

Edythe Dyer Library: 862-3550

Code Enforcement office: 862-8427

www.hampdenmaine.gov