



*Office of the Town Manager*

To: Norridgewock Board of Selectmen

From: Richard LaBelle, Town Manager *RL*

Date: April 1, 2020

RE: Municipal Operations Update

The April 1, 2020 Board of Selectmen meeting has been canceled, but I find it important to communicate updates regarding adjustments to Town operations and continuity of business.

The Town Office remained open for two weeks after the state of emergency was declared by the governor, but with the spread of the virus and its being positively identified in Somerset County, the decision was made to limit public contact. As of Monday (3/30), no transactions are to be completed at the Town Office; transactions can be completed online, by phone, or by mail. Residents may also utilize the outside drop box We have also implemented at 48+ hour mail/drop box quarantine.

The airport remains fully-operational and we are asking the public to limit time spent in the terminal building to the absolute minimum. The office is fully restricted to employees only.

The closure of the libraries will remain in effect until at least April 20, subject to extension.

Public Works and Wastewater facilities have been limited to employees only, in addition to essential deliveries. Penta has requested that they be authorized to restart work on April 6, which I have granted, conditioned upon their remaining in compliance with State and Federal guidelines. We have also been working to over-communicate to the public the importance of not flushing what is not flushable—both in private and public systems.

The Planning Board has received an application for another solar development; the proposed location is between Smithfield and Martin Stream Roads. The meeting will be held via Zoom and would be a good opportunity to familiarize yourself with the program ahead of what will likely be an online Board of Selectmen meeting on April 15.

With regards to assessing, Donna has worked to finish up transfers ahead of the April 1 assessment date. She has suspended her current schedule, given her travel among various communities. We have initiated the process of tax map digitization—the first payment is included in this week's general warrant.

A group of volunteers has facilitated a hot meal take-out/delivery program, being operated out of the Congregational Church on River Road. From 4-6PM on Monday/Wednesday/Friday, meals are available for free. There are also food pantry boxes being distributed through this program. The Town, in cooperation with New Balance, authorized the purchase of food from Good Shepard Food Bank. The funds were donated to the Town by New Balance and were authorized to be released for this cause. If you or someone you know may be in need, contact the Town Office (634-2252) or Kerri Everett.

I am working to ensure that expenses incurred as a result of this state of emergency are being tracked for potential reimbursement. I am hopeful that we will qualify for a FEMA Public Assistance Grant to help offset some of these unexpected costs.

Looking ahead to your next meeting, we have several items that will require attention, including but not limited to sewer commitment, Betterment Road bids, and appointments. We will make sure you have all relevant information ahead of your next meeting, whether in-person or online.