

Town of Brattleboro
COVID-19 Response Status
March 25, 2020
1:30pm

An Update to the Community from Brattleboro Town Manager Peter Elwell:

The United States Government and the State of Vermont are operating under State of Emergency declarations issued by President Trump and Governor Scott related to the COVID-19 coronavirus pandemic. The Town of Brattleboro, as a subdivision of the State of Vermont, is taking emergency actions in accordance with Governor Scott's declaration of a State of Emergency for all of Vermont.

Fire Chief Mike Bucossi, who also is the Town's Emergency Management Director, is in close ongoing communication with Brattleboro Memorial Hospital, Rescue Inc., and other emergency health service providers. Chief Bucossi and Town Manager Peter Elwell are in at least daily communication with the Vermont Department of Health and Vermont Emergency Management. All other members of the Town's management team are maintaining similarly close contact with their colleagues in State government and others to ensure that the Town's actions are taken in concert with similar actions to protect the public throughout Vermont and beyond.

Please visit the Town's website at www.brattleboro.org for extensive information about COVID-19, its impacts, and actions being taken to address those impacts. All of the Town's daily updates are posted there, along with links to the Vermont Department of Health, the Centers for Disease Control and Prevention, and the World Health Organization. Most importantly, the Town's homepage includes links to numerous resources for informing and assisting individuals, families, businesses, and other organizations. All of this information is being reviewed daily to ensure you can rely on the Town's site for current and accurate information throughout the COVID-19 emergency.

WHAT IS NEW TODAY

In compliance with the "Stay Home – Stay Safe" order issued by Governor Scott yesterday, most of Town government's non-emergency services and administrative support functions have been suspended. Here are the details:

- Emergency services are still being provided by the Police and Fire Departments, but both departments have instituted policies that adjust their normal procedures to reflect COVID-19 best practices advice from public health experts.
- On-site Administrative Support Services at the Police and Fire Departments have been reduced.
 - Most employees are working from home to the extent that they are able.
 - Direct contact phone numbers and email addresses remain operational.
 - For general Police Department information, call 802-257-7946 or email bpd@sover.net.
 - For general Fire Department information, call 802-254-4831.
- Town water+sewer facilities are being operated. Staffing and some procedures have been adjusted to reflect COVID-19 best practices advice from public health experts, but the public should notice no change in water or sewer service.
- All Town facilities remain closed to the public until further notice.
- Town Manager's Office
 - All employees are working from home.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-251-8151 or email townmanager@brattleboro.org.

- **Town Clerk's Office**
 - All employees are working from home to the extent that they are able.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-251-8157 or email townclerk@brattleboro.org.
 - Services requiring on-site visits to the Town Clerk's Office are suspended until further notice.
- **Public Works Department**
 - All administrative employees are working from home.
 - All operations employees are "on call" to perform urgent maintenance services, as needed.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-254-4255.
- **Brooks Memorial Library**
 - All employees are working from home to the extent that they are able.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-254-5290 (Extension 0) or email info@brookslibraryvt.org.
 - Curbside take-out services are suspended until further notice.
- **Recreation+Parks Department**
 - Recreation employees are working from home to the extent that they are able.
 - Parks employees are "on call" to perform urgent maintenance services, as needed.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-254-5808 or email recreation@brattleboro.org.
- **Planning Services Department**
 - All employees are working from home to the extent that they are able.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-251-8154 or email planning@brattleboro.org.
- **Assessor's Office**
 - All employees are working from home to the extent that they are able.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-251-8156.
 - The deadline for businesses to submit personal property tax data to the has been postponed from April 20 to July 20, consistent with the annual income tax filing deadline being postponed by both the IRS and the State of Vermont from April 15 to July 15.
- **Finance Department**
 - All employees (including the Treasurer's Office) are working from home to the extent that they are able.
 - Direct contact phone numbers and email addresses remain operational.
 - For general information, call 802-251-8152 (Finance) or 802-251-8153 (Treasurer's Office).
- **Human Resources Department**
 - The Human Resources Director is working from home.
 - Her direct contact phone number (802-251-8135) and email address snix@brattleboro.org remain operational.
- **Burn Permits are still required for any open air fires. To apply for a Burn Permit, visit the Fire Department's website at www.brattleborofd.org.**

The following information has previously been announced by the Town to the community. Some of the items have been modified to update the details. The information is separated into sections, as follows: "Overall Status of Town Government's Daily Operations," "Emergency Services," "Non-Emergency and Administrative Support Services," and "Public Meetings":

OVERALL STATUS OF TOWN GOVERNMENT'S DAILY OPERATIONS

- All Town facilities are closed to the public until further notice.
- All Town departments are readily available to the public via telephone and email.
We will be sporadically able to retrieve and reply to communications via USPS and delivery services.
- Town officials are coordinating with a variety of community organizations regarding emerging community needs that extend beyond the scope of our normal Town government services.
- All reservations for use of Town facilities by non-Town organizations are cancelled until further notice.

EMERGENCY SERVICES

- Dispatch is screening for COVID-19 on all calls.
- All emergency services are conducting "doorway assessments" for COVID-19 before entering into buildings.
- Inter-agency protocols for handling potential COVID-19 patients are in place, including details such as how this type of response will differ from normal emergency response protocols, what special protective equipment will be used, how affected equipment will be cleaned after the call, etc.
- Police Officers are responding to medical calls only when there is an in-progress safety concern (e.g. a situation in which someone is threatening to hurt themselves or other people).
- Both BPD and BFD have implemented best practices for more rigorous than normal cleaning of facilities and equipment, for the use of personal protective equipment, and for decontamination (when needed) after calls.
- Both BPD and BFD have plans in place for how additional special procedures will be implemented if our area experiences increased impacts from COVID-19. Contingency plans include coordination with other emergency service providers in our region for mutual aid coverage of essential services, as needed.

NON-EMERGENCY AND ADMINISTRATIVE SUPPORT SERVICES

Water+Sewer

- The Water Treatment Plant and Wastewater Treatment Facilities have implemented special procedures in close coordination with the Vermont Department of Health and other authorities.
- Water+Sewer crews will not enter private buildings until further notice. People who experience service problems should call the Department of Public Works, as usual. A DPW crew will address the situation on the outside of the building. If that does not resolve the issue, then the owner/customer will need to hire a private plumber to address the issue on the interior of the building.
- Until further notice, the Town will not shut-off water service to any customer as a result of that customer becoming delinquent on payment of water+sewer fees.

Parking

- Parking Enforcement is discontinued until further notice.

Dog Licenses

- Until further notice, the Town Clerk's Office will waive late fees for any dog licensed after April 1.

Planning+Zoning Permits

- The Planning Services Department is accepting zoning permit and development applications by mail or email. Any application that can be administratively issued will be processed. Any application requiring a hearing will be delayed until such time as public meetings resume.

Fire Department

- Fire Safety and Rental Housing inspections are canceled until further notice.

Police Department

- The Police Department is not performing Vehicle Identification Number (VIN) verifications until further notice.

Brooks Memorial Library

- Brooks Memorial Library is closed until further notice.
- Please go to www.brookslibraryvt.org for information on obtaining a library card, which will allow access to online resources. Library cards that are due to expire can be renewed on a month-by-month basis until the library reopens. Fees for renewing non-resident cards are suspended until further notice. If you encounter a problem using your card, please call 524-5290 (extension 0) or email info@brookslibraryvt.org.
- All book drops are closed. Please hold onto borrowed materials until further notice. Due dates will be extended (even if you receive an overdue reminder) and cards will not be blocked for overdue materials.
- Follow us on Facebook @BrooksMemorialLibrary and @BrooksMemorialLibraryCR or on Twitter @brookslibraryvt. Check the library website for updates and to subscribe to the online newsletter.

Recreation+Parks

- All Recreation and Parks facilities are closed until further notice and all Recreation programming has been canceled until further notice.
- The closure of all Recreation and Parks facilities includes the equipment (benches and playground equipment) at our parks. That equipment is not being regularly sanitized. Signage has been installed to warn the public. The Town is inviting people to enjoy the open green spaces in the parks where you can get some fresh air and exercise while still practicing social distancing.
- The Recreation and Parks Department is accepting mail-in registration for Spring Youth Sports. Participants will receive a credit on their account for program cancellations.

Small Business Assistance Program Loans

- Businesses who are repaying loans to the Town's Small Business Assistance Program can defer (without penalty or additional interest) their monthly payments until further notice.

Curbside Garbage, Recycling, + Compost Program

- Due to the closure of Town facilities, individual pay-as-you-throw bags are not being sold at the Treasurer's Office and the Gibson-Aiken Center until further notice. Packages of five pay-as-you-throw bags are still available at retail outlets.
- Some residents have asked the Town to suspend the pay-as-you-throw program so that no one would have to buy the yellow and purple bags until further notice. Our pay-as-you-throw system is required for the Town to comply with a State-mandate to have "variable rate pricing" for garbage collection and disposal (i.e. the more one throws away the more one pays). The Town has asked the State if we can temporarily suspend the pay-as-you-throw system. We have not yet received the State's permission to do that.

PUBLIC MEETINGS

- The Town is reviewing options for allowing remote connection by phone and/or internet for public meeting participants and the public in a manner that will comply with the State of Vermont's Open Meetings Law and the State is considering emergency action to amend the physical location requirements of the Open Meetings Law to facilitate holding public meetings by electronic means. We expect to be able to announce more details about this in the next few days.
- The Selectboard's next regularly scheduled meeting will be on April 7.
- The Selectboard also may hold special meetings (in addition to its twice-per-month regularly scheduled meetings) if it becomes necessary for the Selectboard to take urgent action(s) as the COVID-19 situation continues to evolve.
- The Representative Town Meeting (RTM) that would have been on March 21 was cancelled. It will be re-warned when it becomes legal and prudent to do so. The current plan is to re-warn RTM on April 7 and to hold RTM on May 9.
- All other Town board, committee, and commission meetings are cancelled until further notice.