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TOWN OF WINDSOR

*Office of Selectmen, Assessors, Town Manager,
Town Clerk, Tax Collector and Treasurer*

April 13, 2020

To the residents of the Town of Windsor,

The Town of Windsor has continued to monitor the COVID-19 virus and its potential impact in our community. In these uncertain times and public concerns, we are making some adjustments in the way Town services are provided. These will be evaluated on an ongoing basis and changes will be made as information and circumstances change. **Our main goal is to ensure the well-being of our community in the most responsible way possible.** We apologize for the inconveniences that these measures may cause. We strongly encourage residents to practice and implement “social distancing” to avoid potential contact. (Social distancing involves limiting mass gatherings, not congregating in large groups, and maintain distance from others to limit the ability of the virus to spread.) We have been advised by the Centers for Disease Control (CDC) to have plans in place and to communicate with the public, staff, students, and parents, steps they may take to prevent the spread of this and other illnesses.

All Town Hall Use (including upstairs and downstairs) and Town business meetings for all non-urgent matters will be cancelled/postponed until further notice.

TOWN OFFICE

- **We are closed to the public for walk-in traffic but are available for phone calls and emails. We are taking the Governor’s recommendations and will be closed until April 30th and will re-evaluate at that time.**
- **We can do “most” registrations through the drop box and by mail even though the Bureau of Motor Vehicles is closed. Please call if you have any questions at 207-445-2998.**

TRANSFER STATION

- **The Transfer Station is open regular hours**
Wednesday's - 3:00 p.m. – 8:00 p.m.
Friday's - 1:00 p.m. – 6:00 p.m.
Saturday's - 9:00 a.m. – 5:00 p.m.
- **The Recycling area is only open**
Wednesday's - 3:00 p.m. – 8:00 p.m.
Friday's - 1:00 p.m. -6:00 p.m.
- **Due to limited personnel the Recycling area is CLOSED ON SATURDAY'S at this time.**

The Board of Selectmen and myself are asking the residents to still take the following steps.

- Read and follow the Maine CDC-recommended personal steps: hand-washing, use of hand-sanitizer, social distancing etc., (<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>)
- Avoid large gatherings.
- Maintain two weeks' supply of emergency food, medications and household goods-but please do not hoard.
- Check on and help as needed neighbors while still maintaining social distancing. (Make phone calls)
- If you believe you have virus symptoms call your physician before visiting them, express care or emergency rooms.
- Continue to support local businesses (online or by telephone when possible).
- Stay informed through reputable news media sources and especially through State and local agencies and local media outlets.

Please contact the Town Office (445-2998) or the Town Manager (458-2756) if you have any questions or concerns.

**WE ARE ALL IN THIS TOGETHER AND ARE DOING THE BEST
WE CAN WITH THE RECENT UPDATED INFORMATION
FROM THE STATE AND GOVERNMENTAL AGENCIES
THAT WE ARE RECEIVING.
STAY SAFE!!!!!!**