

Town of Orange Office Closing COVID-19 Protocol

We want to make every effort to not inconvenience town residents, but recognize the need to keep town residents, staff and the general public healthy. The temporary closure is being instituted to protect the public health by curbing the increase spread of COVID-19. To that end, the Select Board of the Town of Orange has approved the following protocol:

1. Office Hours:

Town offices will be closed to the public, but open for business **BY APPOINTMENT ONLY** for immediate, necessary in office business effective November 17, 2020. Please call the office or email aeastman@orangevt.org or treasurer@orangevt.org with your questions.

2. Selectboard Meetings:

The Select Board will continue to meet on the 2nd and 4th Mondays of the month. Those meetings will be held via *Zoom Online*. Please check the website for agendas and further information of how to gain access to these meetings.

3. Emergency Contact Information:

Select Board Chair: Sue Perreault 802-522-9831
Emergency Preparedness: Eric Holmgren 802-479-1113
Road Issues: John Barnes 802-439-5166
Town Clerk: Angela Eastman 802-479-2673

4. Helpful local, state and federal resources:

Center for Disease Control: <https://www.cdc.gov>
COVID-19 resources and information in Vermont: accd.vermont.gov or call 211
Town Website: orangevt.org

The outline below covers most town business that can be accomplished without direct office visits. If you have specific questions that do not seem to be addressed below, feel free to contact us!

Property Tax payments

Delinquent tax payments should still be made payable to and remitted directly to Mary Claflin, Delinquent Tax Collector according to the schedule you have worked out with her.

Other Requests

Such as requests for tax information, a copy of your tax bill etc. may be made by phone, fax or email. Please be sure to provide us with the pertinent details, how to get the information to you and a good phone number to call you at in case we have questions. We will fill requests in the order in which we receive them. Most paperwork items can be done without coming into the office. However, they will take extra time to process, so you should plan for this. Please call if you have questions about something you need done. Please note that we collect a \$1.00 per page fee for all copies.

Check the Website

There are some items that you can access directly from the website. Many routine applications can be found by going to www.orangevt.org

For Land Records / Research

Title searches, public access to the vault and notary services are being done by appointment only. Please call the office to schedule an appointment.

Please understand that this is a remarkably busy time of year for us and this situation has only added to the workload. We are happy to help but ask that you be patient.

Finally

**This situation is constantly evolving so check the town website for updates org
www.orangevt.org**

We are overwhelmed by the supportive and positive response we have received from townspeople regarding these measures. One of the best reasons to live in our town is our great sense of community and mutual aid. Town staff and the Select Board are so grateful for your patience during these unusual times.