

**Town of Auburn, Massachusetts**

Julie A. Jacobson  
Town Manager



Notice to the Auburn Community

March 23, 2020

A Message to the Auburn Community:

Today, Governor Baker issued an emergency order requiring all businesses and organizations that do not provide "COVID-19 Essential Services" to close their physical workplaces and facilities to workers, customers and the public as of Tuesday, March 24th at noon until Tuesday, April 7th at noon. These businesses are encouraged to continue operations remotely. Attached is a copy of the Governor's press release, a copy of the Governor's Order, and a list of those essential businesses.

Local government has many critical services that we need to continue to provide in addition to public safety. These include, but are not limited to, Information Technology, certain building inspections, certain DPW functions (fleet maintenance, sewer pump stations, plowing, cemetery), food distribution for children, Meals on Wheels, Board of Health functions, Animal Control, certain Town Clerk functions, certain tasks in the Treasurer/Collectors Office, and financial functions.

Likewise, regulatory boards and commissions may have deadlines and other required actions to take. We encourage all non-regulatory boards and commissions to suspend meetings until at least April 7th. We are working with our regulatory boards and commissions to postpone any meetings that are not urgent or necessary, and if it is necessary to meet, we will set up remote participation.

In light of Governor Baker's Order issued this morning, Town Administration will implement a new staffing schedule effective tomorrow at 12:00 noon. This schedule will be in effect until the Governor's Order expires on Tuesday, April 7th at noon, although it may be extended or altered if State conditions change, including any new Orders from the Governor. This schedule will vary by department, depending on the level of essential services that must be provided. During this time, we ask the public to contact town administration through the following phone lines which will be staffed through our Call Center:

General Inquiries: 508-832-7720

Board of Health, Solid Waste, Animal Control: 508-832-7703

Building Inspections: 508-832 7719

Planning, Zoning, Conservation, Economic Development: 508-832-7704

102 Central Street  
Auburn, MA 01501  
**Telephone (508) 832-7720 Fax (508) 832-6145**  
Web site: [www.auburnguide.com](http://www.auburnguide.com)

These lines will be manned by personnel who will forward any questions or issues to the appropriate department or employee for response. Responses will be prioritized to address critical and time sensitive issues. We ask for your understanding and patience as town administration implements these and other measures to enable us to provide a continuity of services to the public while keeping our employees and the public as safe as possible.

Town buildings remain closed to the public until further notice.

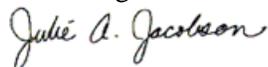
These drastic measures are being taken in order to reduce exposure to our employees and reduce the potential to spread Coronavirus among the public, while maintaining continuity of essential operations and the provision of critical services. Regular - and frequent - meetings will continue to be held with town and school administration as we all acknowledge and embrace this collaborative effort to combat this public health emergency.

We have a tremendous team of employees who are dedicated, professional and committed to the Town of Auburn. We will continue to work with our partners at the State to implement measures that will slow down the spread of this virus and enable us to continue to provide critical services through continuity of municipal operations. Please keep our first responders and public safety employees in your thoughts, as well as those employees who must interact with the public to perform essential services.

The global Coronavirus pandemic and the resulting public health crisis is unprecedented. We urge Auburn residents and businesses to take all precautions and appropriate steps to protect yourself and your family. We have set up a page on the Town's website which contains information on COVID-19 and access to available resources. Visit [www.auburnguide.com](http://www.auburnguide.com).

Through collaboration of all stakeholders in the community to battle this pandemic, we want to assure the public that we are taking any and all measures possible and under our authority to address this public health issue. Together, we will strive to emerge even stronger and more resilient than ever.

Warm Regards,



Julie A. Jacobson  
Town Manager