

Town Hall to Open for Limited By-Appointment-Only Hours

As part of the Town's Phase III Reopening Plan, Town Hall will be open **by appointment only** for limited hours beginning Monday, July 20th. Persons wishing to meet with town employees in Town Hall must call the respective department/employee and schedule an appointment. Contact information can be found on the Town's website at www.auburnguide.com.

The hours that Town Hall will offer meetings by appointment are:

- 5:00 PM to 7:00 PM Monday
- 1:00 PM to 3:00 PM Wednesday
- 9:00 AM to 11:00 AM Friday

These hours may be expanded in the near future if necessary and if it is safe to do so as Phase III progresses.

Please use the back door only, located behind Town Hall, as it is handicapped accessible. The employee with whom you are meeting will meet you at that back door to let you into the building.

All visitors entering Town Hall must wear a face covering during the time they are in the building (unless health conditions prevent the use of masks). All visitors to the building must practice 6 foot social distancing.

Visitors will also be required to sign in with the employee they are meeting with for contact tracing purposes.

All scheduled appointments will be held in either the Planning Board room or the Board of Selectmen's room on the second floor of Town Hall. No more than two (2) visitors can be scheduled with any employee at the same time.

The Drive-Through Kiosk and Outside Window at the Treasurer/Collector's Office will remain open. We highly encourage residents, business owners and visitors to continue to use these outside service areas whenever possible, as this remains the safest option for conducting business at Town Hall. Please be reminded that visitors must call ahead and speak to the respective department if you are picking up

documents, permits, licenses or other materials so they can be ready for pick-up at the Kiosk.

The Drive-Through Kiosk hours are Monday through Thursday 8:00 AM to 4:00 PM and Friday 8:00 AM to 1:00 PM.

The hours of operation of the Treasurer/Collector's Outside Service Window are Monday 8:00 AM to 7:00 PM., Tuesday through Thursday 8:00 AM to 4:00 PM, and Friday 8:00 AM to 1:00 PM.

All persons doing business at the Drive-Through Kiosk or Outside Window at Treasurer/Collector's Office must wear face coverings unless health conditions prevent the use of masks.

Residents, businesses and property owners can also continue to utilize the Outside Drop-Box 24/7 accessible by the handicapped ramp, next to the Outside Window at the Treasurer/Collector's Office near the back door of Town Hall.

These additional services provide an opportunity for residents, businesses, property owners and visitors to conduct business at Town Hall in a safe manner in addition to the ability to conduct business on-line and by telephone, the latter of which can be done during regular business hours. All of our employees are working their regular hours and we will continue to provide services to the public through these mechanisms which protect the health and safety of all.

To ensure the safety of you, your families and our employees, please only make appointments to meet in Town Hall if your business cannot be conducted or handled through the Kiosk, Outside Window, on-line, remote meeting, or via telephone.

Thank you for your cooperation and understanding. Please continue to take all precautions to remain safe and healthy.