

March 18, 2020

To the Residents of Norway,

The Town of Norway has been monitoring the COVID-19 virus and its potential impact in our community.

***The Select Board has authorized me to close the lobby at the Town Office effective on March 18, 2020 at noon.***

Based on their direction, we will be 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 goal is to ensure the safety of our employees and our residents in the most responsible ways possible.

We apologize for the inconveniences that these measures will cause. It is important to avoid the need to shut down entirely through unintended exposure to the virus.

We strongly encourage residents to practice social distancing to avoid potential contact but we also encourage everyone to call and check on neighbors, friends, and family to avoid social isolation. We are erring on the side of caution in order to do our best to slow the spread of this virus.

Please see the attached page for details regarding changes to municipal services beginning on March 18, 2020 at noon.

Sincerely,

Dennis Lajoie  
Town Manager

**The following measures will be implemented as of March 18<sup>th</sup> at Noon until further notice.**

**Town Office** –The Municipal Building will be closed to the public as of March 18<sup>th</sup>, but staff will be working and people are asked to **call the Town Office at 743-6651** and we will do our best to provide the services that you require we have many services on line at [www.norwaymaine.com](http://www.norwaymaine.com) (*Service hours 8am to 5p M-F*)

**Fire Station** – Access to the Fire station will be closed to all non-essential personnel. True Emergencies should be treated as normal by calling County dispatch or 911 for assistance. Call Chief Yates for non-emergency matters at 462-3440.

**Police Office** – The Norway Police lobby area will also be closed to all non-essential personnel. We are temporarily suspending request for copies of reports, notary service and fingerprinting request. Crash reports are available by email: [b.springer@norwaymaine.com](mailto:b.springer@norwaymaine.com) or on-line [www.BUYCRASH.com](http://www.BUYCRASH.com) The office will be staffed during the hours of 8:00am to 4:30pm M-F. You can call us at 753-5303. This is the non-emergency phone number.

**Public Works** – Public Works personnel will continue to work however there will be no public access to the Town Garage. Persons with road concerns or questions should call the highway garage at 743- 5305 and questions will be answered.

**Code Enforcement** – Those wishing to get building permits or who have questions regarding projects should call the town office at 743-6651. We will be processing as much as possible via phone, email, and US mail. You can reach Scott Tabb at: [ceo@norwaymaine.com](mailto:ceo@norwaymaine.com).

**General Assistance** – Persons seeking general assistance should call the Town Office at 743-6651 and we will process applications as received at least twice a week. Our GA application is on the Town's Web site. You can fill it out and mail or email to us at: [srussell@norwaymaine.com](mailto:srussell@norwaymaine.com).

**Selectboard and Planning Board** – Notices and Meetings will be posted on the Town's website and Facebook page.