



**TOWN OF SULLIVAN  
1888 US HIGHWAY 1  
SULLIVAN, ME 04664**

To: All Sullivan Residents and Property Owners, All Media Outlets

From: Rob Eaton, Town Manager

Date: March 16, 2020

Subject: COVID-19 Closures and Emergency Procedures

The Select Board of Sullivan held an emergency meeting at 3:00pm today to discuss and determine procedures during the COVID-19 pandemic.

The Town of Sullivan will coordinate our pandemic planning with the RSU24 School actions when practical. RSU24 has announced it will close schools until April 3 beginning today.

Our actions are guided with the goal of stopping the spread of COVID-19. We also hold the health and safety of our staff and volunteers of highest priority.

Effective immediately, the Town of Sullivan will conduct all business via phone, internet, email and USPS. There will be no customer contact from March 16-April 6.

The Staff will be in the office answering phones and working with customers to prevent delay in services to the greatest extent possible.

For assistance during this “no contact” period do not hesitate to call us at 422-6282. We will do everything we can to assist Sullivan residents and property owners.

Hope for the best, but prepare for the worst.

All the best,

Rob Eaton

## **SULLIVAN EMERGENCY OPERATIONS**

### **DURING COVID-19 PANDEMIC**

**Effective immediately, the Town Office and Fire Stations will operate in a closed environment. No direct customer contact will take place in these facilities. Sullivan Fire and Rescue will continue to respond to fires and emergencies. This environment will exist until April 6, 2020. We will closely monitor pandemic status reports and information from the CDC, Emergency Management Agencies and other agencies determining sound public policy. We will make additional decisions and provide updates as the situation warrants.**

**We encourage citizens who have the capability, to utilize Maine.gov online services to make payments. If a service isn't available online or you don't have access to internet, the staff at the town office will assist you in processing your town business via email, USPS or telephone. You should anticipate short delays in processing if we are waiting for checks to arrive via USPS.**

**Effective immediately, only necessary personnel of the Town of Sullivan will enter the town office or fire stations. As mentioned previously, Sullivan Fire & Rescue will continue business as usual to respond to fires and emergencies.**

**All non-essential meetings, gatherings and travel for municipal purposes by staff, volunteers and elected/appointed officials are prohibited until further notice unless it is considered essential to operations.**

**Sullivan town office staff will be available and actively responding to phone calls and emails. Our hours of operation are Monday through Thursday from 7:30am-5:00pm. We will assist you to the best of our abilities under the current circumstances. Additional accommodations may be made on a case-by-case basis. The town manager will make a determination based on degree of emergency.**

**If you have questions, please contact the Sullivan Town Office (207) 422-6282**