



TOWN OF BOURNE

Town Administrator

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COVID-19 Weekly Update issued March 20, 2020

As we continue to deal with the COVID-19 Pandemic, we are providing this weekly update on Town actions to date and share information current operations.

1. Town buildings were closed to the public on March 16, 2020 and remain closed. Public Safety buildings remain open for emergencies and other limited services, however, we ask that people limit any visits to our public safety buildings to absolute necessity. All town staff and employees are at work every day to answer your questions or address your concerns. Staff can be reached by phone and email daily. Please use the Town Website for department contact information.
2. The Bourne Board of Selectman voted to declare a State of Local Emergency on March 17, 2020 in response to the COVID-19 pandemic.
3. Town Meeting: The Bourne Board of Selectman voted to delay the issuance of the Annual and Special Town Meeting warrants until such time as the emergency situation no longer exists. This will push back the May 4, 2020 Annual and Special Town Meetings to a date, time and place to be determined once it is safe to conduct Town Meeting.
4. Public Meetings: We are asking ALL Board and Committee Chairs to suspend ALL public meetings until the week of April 6, 2020 except those required for governmental necessity. This will allow us time to establish proper procedures and protocols under the newly modified parameters of the Open Meeting Law regarding remote participation and virtual meetings.
5. Trash Pickup and Recycling: We are continuing curbside service, however, recycling as gone to bi-weekly. Ensure that all household trash is bagged and tied before putting into the receptacle for pickup. It may be left behind if it is not properly bagged. This is for the health and safety of our employees.
6. ISWM (Landfill) – ISWM remains operations, however, there have been some adjustments to operations. Please consult the ISWM website or call if you have questions on which parts of the landfill are still operating.

7. What's important to know at this point is that your Town government is continuing to function even though we have constrained our operations because of the current situation. We continue to assess our operations daily to ensure the safety of our residents, businesses and employees. In that regard, we are working toward alternative ways to interact with the public and in particular those that need to file documents with various town departments or pay bills, etc.
- a. We have installed a document drop box for Town Hall at the top of the ramp in the rear of the building. You can submit your document, payments, etc. through this method and we will make sure it gets to where it needs to go. Please ensure that your items are in a sealed envelope so that nothing gets separated after putting it in the drop box. Please DO NOT put cash in the box if you are paying a bill.
 - b. We are encouraging everyone to use "on-line" payment methods to the maximum extent possible.
 - c. We expect to go "live" with our Electronic Permitting program next week in the building department which would allow electronic filing for permits, etc. More information to follow.
 - d. All departments continue to update their individual website and facebook pages with the latest information related to their operations and available services. Here is a brief list:
 - i. Police Department - <http://www.bournepolice.com/>
 - ii. Fire Department- <http://bournefire.com>
 - iii. ISWM (Land Fill)- <https://www.townofbourne.com/integrated-solid-waste-management>
 - iv. DPW- <https://www.townofbourne.com/public-works>
 - v. Library- <http://www.bournelibrary.org>
 - vi. Council on Aging - <https://www.townofbourne.com/council-on-aging>
 - vii. Recreation Department- <https://www.bournerec.com/info/default.aspx>
 - viii. Health Department - <https://www.townofbourne.com/health>

Please use these resources for the latest information or call/email if you have questions.