

Town Manager's Report  
May 11, 2020

As we continue to move forward through the challenge of the pandemic, we are slowly seeing signs of adaptation that will allow us to begin the process of reopening our operations. To that end, I am in the process of working with our different department heads to establish operating procedures to assist the public, open our facilities, and provide the services in an expanded fashion. Once this plan is finalized I will be updating the council on our plans. We will also be developing our plans in accordance with the Governor's multi-phase plan for reopening services.

With that being said, I can update the council on what we do know for timing at this point. We anticipate opening the Thomas Memorial Library to drive through services effective June 1<sup>st</sup>. The Library Director has established a multi-stage re-opening plan that will develop into a full opening of services over time.

Our tax collector and clerk area is projected to open June 1<sup>st</sup>, but we will be limiting the volume allowed in the common area for transactions, scheduling appointments, and providing the other services provided by this section of Town operations. We will require customers to wear masks for transactions, and we are installing protective glass in transaction areas.

The collector's office can now provide auto registration services for all transactions, effective immediately. Residents looking to register their autos may call the office and the tax collector's office will either email or mail the required forms, advise of the amount of fees, and make arrangements for completing the transactions, including distributing license plates.

The pool and fitness facilities are planned to be open on July 1<sup>st</sup> in accordance with phase three of the Governor's plan.

However, the Community Services summer camp program is set to begin June 22<sup>nd</sup>. Staff is working on setting up a safe environment for the campers and staff, with additional tents, social distancing measures, masks, and sanitizer to address safety needs.

Finally, I must take a moment to thank all of our essential employees who have been working all along and performing heroically for the citizens of Cape Elizabeth. Our Police Department, Public Works and Recycling, Fire / EMS, and our dedicated Town Hall staff have been taking care of people, handling our infrastructure, and taking care of the Town's business needs. Additionally, the Thomas Memorial Library has moved so much of their programming online in such a creative manner, and with large turnouts. All of their efforts day-in and day-out are greatly appreciated. Much of this work is unseen but I think it is important to say thank you.