



**MEMORANDUM**

**TO:** Alex  
**FROM:** Stacey (Tax/Town Clerk)  
**DATE:** Friday, March 20, 2020  
**RE:** My two offices...Re: Closure procedures.

**TAX COLLECTOR'S OFFICE:** Please utilize the mail and/or online payment system. Please call if you need tax information. We can NOT take payments over the phone. If you MUST come into Town Hall per an emergency, such will be by **APPOINTMENT ONLY**: *during times of: 9:30 A.M. -3:30 P.M.*

**TOWN CLERK'S OFFICE:** Please utilize the mail/phone/email/ fax for your needs, during times of 9:30 A.M. - 3:30 P.M. If you MUST come into Town Hall per an emergency, such will be by **APPOINTMENT ONLY**: *during times of: 9:30 A.M. -3:30 P.M. (NOTE: NO RECORDING AFTER 3 P.M.)*

Thank you. ☺

**-END OF MEMO-**