



TOWN OF LINCOLNVILLE

493 HOPE ROAD

LINCOLNVILLE, MAINE 04849

TEL: 207-763-3555 FAX: 207-763-4545

www.town.lincolnvill.me.us

Phased Reopening of Lincolnville Town Office

Front Counter Office Hours: Monday – Thursday, 8:30AM – 5PM & Friday, 8:30AM – 4:30PM

All Other Office Hours: By Appointment

The Lincolnville Town Office will begin a phased reopening process on June 1, 2020 with new restrictions in place to protect the health and safety of the community.

Please continue to take advantage of our online services whenever possible to avoid possible wait times at the Town Office. Visit www.town.lincolnvill.me.us for more information.

Health Measures

The health and safety of our community members and our staff is our highest priority.

- Please do not enter the building if you are feeling sick or are experiencing symptoms of COVID-19.
- Any person, resident or non-resident, traveling into Maine from out of the state is required by Executive Order No. 34 to immediately self-quarantine for 14 days from the day of arrival. Persons subject to this order are not allowed entry into the Town Office until the self-quarantine period is completed.
- To keep your neighbors healthy, we request that you please wear a face covering inside the Town Office unless you have a medical condition that prevents you from doing so.
- You will also be asked to practice social distancing while you wait in line. Only two customers will be allowed in the building at a time. Other customers will be asked to wait outside. There will be markings indicating where you should stand in order to keep six feet of distance from the person in front of you. We recommend that you dress appropriately for the forecasted weather.
- At this time, there will be no access to a public restroom in the building.

Phase 1 (Monday, June 1, 2020)

Limited Service at front counter ONLY. Please continue to use online services.

Front Counter of Town Office

The front counter of the Town Office will be open to the public for all services from 8:30 AM – 5:00 PM (M-Th) and 8:30 AM- 4:30 PM (F) for in-person service. Online services will continue to be available for your convenience. Please enter through the front door. You must be in line by 4:30 PM in order to be assisted.

As only two customers will be allowed in the building at any time, we expect that lines at the Town Office may continue throughout the month of June. We ask that you please be patient with staff as they assist other residents. Please keep in mind that you may be asked to line up outside of the building in order to keep a six-foot distance from the person in front of you and to allow those already in the building to exit.

Code Enforcement & Assessing

Due to space limitations and required social distancing measures, Code Enforcement & Assessing services will be provided via telephone or off-site by appointment only. No services will be available to walk-in traffic. For Code Enforcement call (207) 763-3601. For Assessing call (207) 763-3555.

Accommodations for At-Risk Individuals

Individuals who are at a high risk for severe illness and may be in need of special accommodations to safely complete business in the Town Office may call 207-763-3555 for assistance.

Programs & Services Unavailable

Due to space limitations, cleaning and disinfecting requirements, and the lack of available space to comply with social distancing, during Phase 1 only the Town Office lobby will be open and available to the public. Spaces unavailable include but are not limited to: the map room, conference room, restrooms, meeting room and back offices (Finance, Code Enforcement, Assessing, Town Administrator, etc.). For more information or assistance please call (207) 763-3555.

Online Meetings Continuing

The Board of Selectmen and other boards, committees, and commissions will continue to meet virtually using Zoom throughout this time. Please visit the Town's web site at: www.town.lincolnvile.me.us for more information on how to view and participate in online meetings.

Phase 2 (Dates: To be determined)

Full Service for all Walk-in Traffic and Public Meetings (Restoration to pre-pandemic operations)

Due to the unpredictability of the pandemic, the restoration of individual services at the Town Office will be determined by the Board of Selectmen as conditions allow. Online services will continue to be available for your convenience. If you have any questions please call the Town Office at (207) 763-3555.

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