March 16, 2020

Pursuant to Chapter 4-30 in the City Code, Mayor Doyle has determined that immediate action is needed to prevent, minimize, or mitigate potential damage to public peace, health, and safety. We are implementing these preventive actions out of caution, not panic. We feel this is in the best interest of our community and we appreciate your assistance in keeping our community members safe.

City staff are preparing plans for the continuation of municipal services and minimizing risk to employees under the Center for Disease Control and Prevention guidelines regarding COVID-19. To minimize exposure to our employees, volunteers, and the general public, all municipal facilities except for the Saco Transportation Center will be closed to the public effective March 17, 2020 until April 1, 2020. Police, Fire, and emergency services will remain fully operational.

All public meetings, except for City Council meetings, will be postponed until further notice. We encourage community members to practice enhanced social distancing to protect themselves and others from this contagious virus. As such, these meetings will be recorded and streamed live; however, we ask that people do not attend the meetings in person. City Council Meetings will continue to be streamed live on Facebook and added to YouTube the following day. To submit general public comment, please send an email to BKaenrath@sacomaine.org. City Administrator Kaenrath will read these comments into the record.

Please utilize our online systems to continue business. You can pay city bills, reregister vehicles, and report a problem using our website. You can also call us at (207) 282-1032 to reach a city staff person to assist you or send an email to the department you are looking to speak with.

Additionally, Saco Schools Superintendent Dominic DePatsy and Thornton Academy Headmaster Rene Menard have announced that the Saco Schools will be closed for two weeks beginning March 16, 2020. For school families experiencing food insecurity, the School Department is working diligently to connect those families with meals.

The spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly and provide additional updates to everyone as we receive new information.

City Hall Departments: City Hall will only be open to employees at this time; however, city staff are still available to assist you via phone, email, or online services.
- **Assessing**: (207) 282-1611  
Inquiries regarding various tax exemptions, personal property declarations, and under construction letters.

- **City Clerk**: (207) 284-4831  
Inquiries regarding business and liquor licenses, vital records, voter registration, and general assistance.

- **Code Enforcement**: (207) 284-6983  
Inquiries regarding inspections and permits. You can also visit [https://sacome.portal.iworq.net/portalhome/sacome](https://sacome.portal.iworq.net/portalhome/sacome)

- **Communications**: (207)282-4191  
Please send inquiries to SacoTV@sacomaine.org. Please visit the City of Saco’s website or Facebook page for updates.

- **Finance Department**: (207) 282-1032  
Inquiries about vehicle registrations, taxes, hunting/fishing licenses, recreational vehicles.
  - Pay City Bills Online: [www.sacomaine.org/departments/finance/pay_bills_online.php](http://www.sacomaine.org/departments/finance/pay_bills_online.php)

- **Planning & Development**: (207)282-3487  
Questions about the planning board, filing a planning application, and economic development inquiries. The Planning Board has postponed their March 17, 2020 meeting.

**Community Center**: (207) 283-3139  
All Saco Parks & Recreation programs and services are currently suspended, including School's Out before and after care programs. The Saco Community Center is currently open to employees only. Visit [http://sacorec.com/info/news/](http://sacorec.com/info/news/) for more information and updates.

**Water Resource Recovery Department**: (207) 282-3564  
The Water Resource Recovery Facility is closed to the public to enable staff to continue to provide essential services. Please call with any questions.

**Public Works Department**: (207) 284-6641  
The facility is open for employees only. The Transfer Station hours and trash collection are not impacted and will continue as scheduled. Public Works crews will continue to deliver core services and you can report a work order here: [www.sacomaine.org/how_do_i_(faq)/report_a_problem.php](http://www.sacomaine.org/how_do_i_(faq)/report_a_problem.php)

**Police, Fire, and Emergency Services:**  
Police, Fire, and emergency services will remain fully operational. The lobby of the Police and Fire Departments will be closed for non-essential business for the next two weeks. In an effort to protect our police officers and emergency responders, we ask that if you call 911 for any reason, please let the public safety dispatcher know if you are experiencing any flu-like symptoms to ensure their ability to respond to emergencies and help prevent the spread of COVID-19.