

# STAFFORD *Connecticut*

MUNICIPAL UPDATE

JULY 2020



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(860) 684-1778

## 1<sup>ST</sup> SELECTMAN'S OFFICE

Summer has officially arrived and longer, balmy days are a welcome respite from what has simply been an arduous few months. While the weeks ahead may not be how we initially imagined, I hope you find safe ways to embrace the season and find joy in your days.

In a coordinated effort, the Town of Stafford began its "soft" reopening phase of offices and buildings (effective as of July 6). With departments having varied logistics and services, each office has different restrictions and access. Please continue browsing this month's newsletter for respective procedures by municipal building/office. We strongly encourage the continued use of on-line services, email, telephone, USPS, FedEx, UPS, and the new Town Hall Drop Box. The

Drop Box is located at the front of Town Hall (railroad tracks/solar pavilion side) near the Town Clerk's window. Entrance to Town Hall and all municipal buildings will be limited, face coverings are required with registration and temperature checks upon entry for contact tracing purposes. For appointment scheduling, please visit our on-line office directory for departmental listings and staff contact details: [www.staffordct.org/contact.php](http://www.staffordct.org/contact.php). With questions, please call the First Selectman's Office (860) 684-1778.

Even though Phase 3 of the state's reopening plans are paused indefinitely, I feel grateful to welcome back certain sectors and encourage the support of our local businesses - they are essential threads that make up the fabric of our community. When venturing out to shop

and dine locally, please practice patience, positivity, and the adherence of public health guidance and social distancing practices to ensure continued success. The support of Stafford businesses is critical as we rebuild our local economy. If your business has any questions about reopening requirements or procedures, please don't hesitate to reach out to Town Hall for assistance.

It's been incredible to witness how our community has pulled together during the past few months; we're resilient as ever. Together we are navigating through unprecedented circumstances and overcoming great hurdles through collective efforts, despite our physical distance. Please take care of yourselves, your loved ones, and neighbors while safely enjoying the warm days ahead.



**PRIMARY DAY:**

**Tuesday, August 11<sup>th</sup>**

*Absentee Ballots must be received by local Town Clerk (or will not be counted) - by Close of Polls at 8pm, August 11, 2020*

**ONLINE VOTER REGISTRATION DEADLINE:**

**August 6<sup>th</sup> (11:59 pm)**

**MAIL POSTMARK VOTER REGISTRATION DEADLINE:**

**August 6<sup>th</sup>**

**IN-PERSON VOTER REGISTRATION DEADLINE:**

**August 10<sup>th</sup> by 12pm**

**ABSENTEE BALLOTS AVAILABLE:**

**Tuesday July 21<sup>st</sup>**

# Primary Day Tuesday, August 11

## REGISTRAR OF VOTERS

**PRESIDENTIAL PREFERENCE PRIMARY** will be held on August 11, 2020, and due to COVID-19 ALL eligible Republican and Democrat voters wishing to cast their ballots in person rather than by Absentee Ballot will be able to do so at the Stafford Community/Senior Center located at 3 Buckley Highway, between the hours of 6am and 8pm.

If you choose to come in person, we encourage you to keep all our poll workers safe by wearing a mask and by **bringing your own black ball point pen.**

If you are unsure of your voter registration status please go to: [www.portal.ct.gov/SOTS/Election-Services/Voter-Information/Voter-Fact-Sheet](http://www.portal.ct.gov/SOTS/Election-Services/Voter-Information/Voter-Fact-Sheet), call us at (860) 684-1770 or email:

Sue Armstrong: [armstrong@staffordct.org](mailto:armstrong@staffordct.org)  
or [staffordrov.dem@gmail.com](mailto:staffordrov.dem@gmail.com)

Ellie Canestrari: [staffordrov.rep@gmail.com](mailto:staffordrov.rep@gmail.com)  
Republicans will also be choosing their candidate for the 2nd Congressional seat.

## TOWN CLERK

### ABSENTEE BALLOTS

For the Presidential Preference Primary to be held on Tuesday, August 11, 2020, Absentee Ballot Applications were mailed to every registered Democrat Elector & every registered Republican Elector in the State of Connecticut via a printing mail house hired by the Secretary of the State's Office.

If you choose to vote by Absentee Ballot, fill out the application and return it to the Stafford Town Clerk via mail or the Ballot Box located next to the front of the Town Hall on the railroad track side of the building. The Town Clerk will process the application, and once the ballots are available, the ballot will be mailed to you via the same printing mail house. You will then return your voted ballot via mail or via Ballot Box. The Town Clerk will lock your ballot safely in the vault, until that time that the Registrars of Voters and the Absentee Ballot Moderator processes your ballot through the machines, using state statute protocols.

You do NOT have to vote by Absentee Ballot, you may still vote in person at the polling location on August 11, 2020. The voting location for the August 11 Primary is at the Stafford Community Center, located at 3 Buckley Highway.

The Ballot Box was scheduled to arrive from the Secretary of the State during the last week of June. In the event that it is not installed by the time you wish to drop your application, you may safely use the Town Hall Drop Box in the same location.

### DOG LICENSING

Dog licensing late fees for the month of JULY have been waived. This means that you do NOT need to include the \$1.00 penalty with your payment. The late penalty will apply in August so, please mail your payment in July.

### OFFICE REOPENING

At this time, essential in-person office business will be transacted by appointment ONLY. An appointment to access the vault for a pre-1977 land record search is required. Access is limited to one person at a time. We understand that there are situations that require immediate attention and we are happy to work with you to take care of your needs. We have been utilizing the Town Clerk window (located next to the electric car charging station on the solar pavilion/railroad track side of Town Hall) for emergency Town Clerk situations and transactions that require immediate attention. Calling ahead is recommended. A mask must be worn when entering the office or using the window for business.

Remember, if at any time you have questions, concerns or need to schedule an in-person appointment, please call the Town Clerk at (860) 684-1765.

*Karen G Troiano, Stafford Town Clerk*

# STAFFORD COMMUNITY CENTER, SOCIAL SERVICES & SENIOR CENTER

As of July 6, 2020, the **Stafford Community Center re-opened the Director and Social Services offices** under modified safety protocols and procedures. Anyone wishing to be seen in person must call for an appointment ahead of time. We will assess your needs to see if we can help you remotely. Clients will be seen in-person if there is no other way to assist them.

As we have no reception area, the doors to the offices will remain locked. People with appointments should arrive at the scheduled time, either call or knock to let us know you arrived. Early arrivals will need to wait in their car until the scheduled time.

All clients and staff **MUST** wear a mask that covers their nose and mouth during all staff/client interactions unless they have a medical condition that prevents them from doing so. If you don't have a mask of your own, one will be provided to you. Clients and staff will obey all social distancing markers in the hallways and offices.

The Meals on Wheels program and Stafford Emergency Food Bank continue to operate. **If you need food assistance please call 684-3906 or 684-7752.** The Senior and Medical Car is still on the road. Although the Senior and Accessible Bus is not currently running, any seniors or persons with disabilities needing help with groceries, prescriptions, or bank services in town should call us to make arrangements.

 [PARROWG@STAFFORDCT.ORG](mailto:PARROWG@STAFFORDCT.ORG)  [STRONGJ@STAFFORDCT.ORG](mailto:STRONGJ@STAFFORDCT.ORG)

## TAX COLLECTOR

Currently, the Tax Office is encouraging payment by mail, on-line, or utilizing the black drop box located on the railroad track side of Town Hall. We understand that there are situations where there is a need to come in to town hall to do business and we are happy to accommodate you. If business needs to be done in town hall you must enter through the back doors and into the reception area. One person at a time will be allowed in the tax office, so please understand there may be a wait. Office staff will be wearing masks and ask that each person coming into the office also wear a mask. Please contact the Tax Office at 860-684-1760 if you have any questions. All protocol is to protect the citizens of Stafford and Town Hall staff. We thank you for your understanding.

**Executive Order for Tax Relief** - Modifications have been

 (860) 684-1760  [IRVINGS@STAFFORDCT.ORG](mailto:IRVINGS@STAFFORDCT.ORG)  [TUCKER@STAFFORDCT.ORG](mailto:TUCKER@STAFFORDCT.ORG)

## BUILDING DEPARTMENT

*A note from the building official, Glenn T Setzler, regarding pools.*

The building department would like everyone to be aware that most pools require building, zoning and health permits. In general, any pool, whether temporary or permanent that has the capacity to hold more than 24" of water requires a permit. Pools purchased at home improvement stores and relocated used pools are not exempt from required permits. The zoning department must approve the location of the pool on your property and the health department must approve the pool location from your well and septic system. Please allow ample time for permit application review and make sure all permits are applied for and approved before the start of any work. A swimming pool Information packet can be found on the Building Department website that outlines code requirements for above ground and in ground pools. If you have any **questions, please contact the department for assistance.**

 (860) 684-1775  
 [BUILDING@STAFFORDCT.ORG](mailto:BUILDING@STAFFORDCT.ORG) *general Inquiries*  
 [BUILDINGOFFICIAL@STAFFORDCT.ORG](mailto:BUILDINGOFFICIAL@STAFFORDCT.ORG) *Glenn T. Setzler*

## FIRE MARSHAL

Wood smoke/campfires can make bad air days worse and humid weather can activate medical issues for people living in close proximity. Please be conscious and considerate of your neighbors, understanding that your fires may cause health issues for them. Let your neighbors know you are going to have a fire so they can close windows if needed.

 (860) 684-1791  [FIREMARSHAL@STAFFORDCT.ORG](mailto:FIREMARSHAL@STAFFORDCT.ORG)

applied to deadlines and collection efforts in accordance with Executive Order 7S, Section 6. This allows taxpayers, with the EXCEPTION OF REAL ESTATE ESCROW ACCOUNTS (exempt from the executive order) and LANDLORDS, (whom were notified by a letter dated June 2, 2020 and must have filed an application with the Tax Collector by July 1, 2020) a 3-month, interest free deferment option on real estate, motor vehicle and personal property accounts.

The tax due date remains July 1, 2020 however the grace period is extended to October 1, 2020. If payment is not received in full on or before October 1, 2020 interest reverts back to July 1st. As of October 2, 2020, 6% interest will be applied to the unpaid balance and 1.5% interest charged the first of each month thereafter.

# TOWN OF STAFFORD OFFICES AND BUILDING SAFE REOPENING GUIDELINES

## TOWN HALL- 1 MAIN STREET

While staff have been either working in-office or remotely from home, the Town of Stafford's "soft" phased-in opening has begun (effective as of July 6, 2020). With departments having varied logistics and services, each office may have different restrictions and access.

We strongly encourage you to continue to use on-line services, email, telephone, USPS, FedEx, UPS, and the Town Hall Drop Box. The Drop Box is located at the front corner of Town Hall next to the electric car charging station (solar pavilion/railroad side) under the Town Clerk's side window.

Entrance to the building will be limited to the rear doors only, with no access through the main front doors. Check-in is required in the Veteran's Meeting room, where town hall staff will be available to help you. Your name, phone number, and destination will be recorded for contact tracing purposes. A temperature check will be taken. Please respect our safety guidelines, it is for your safety. For any questions, call the First Selectman's Office (860) 684-1778.

For complete office directory or to schedule an appointment, visit [WWW.STAFFORDCT.ORG/CONTACT.PHP](http://WWW.STAFFORDCT.ORG/CONTACT.PHP)

## ASSESSOR'S OFFICE

Please continue to email or call with questions.

 (860) 684-1786

 [ASSESSOR@STAFFORDCT.ORG](mailto:ASSESSOR@STAFFORDCT.ORG)  [RUMMEL@STAFFORDCT.ORG](mailto:RUMMEL@STAFFORDCT.ORG)

## BUILDING/ZONING/HEALTH OFFICE

Please continue to call or email questions. ALL permits MUST be pulled on-line at [www.staffordct.org/building.php](http://www.staffordct.org/building.php)

 (860) 684-1775

 [BUILDING@STAFFORDCT.ORG](mailto:BUILDING@STAFFORDCT.ORG)

## DEPARTMENT OF PUBLIC WORKS

 (860) 684-3448


 [DPW@STAFFORDCT.ORG](mailto:DPW@STAFFORDCT.ORG)

## OFFICE OF THE FIRST SELECTMAN

 (860) 684-1778

 [STAFFORDTOWNHALL@STAFFORDCT.ORG](mailto:STAFFORDTOWNHALL@STAFFORDCT.ORG)

## STAFFORD FAMILY SERVICES - 21 HYDE PARK ROAD

Will re-open by appointment only. To make an appointment, please call  (860) 684-4239

## WPCF - 50 RIVER ROAD

Will remain closed to the public. A drop box is located next to our door for payment or correspondence. Please contact us directly with questions.

 (860) 684-4914

 [WPCA@STAFFORDCT.ORG](mailto:WPCA@STAFFORDCT.ORG)

## STAFFORD LIBRARY – 10 LEVINTHAL RUN

We reopened July 6 and look forward to welcoming you back! All staff and patrons are required to wear a mask in the library. We are limited in how many patrons we can allow in the building at one time and ask that you please keep your visit brief, to minimize exposure. Computer use is limited to one hour per day. On-site programs and meetings are not allowed at this time. Curbside pick-up service is still available for those who wish to use it. Come say hello and check out our new books, just in time for summer! Please contact us if you have any questions.

 (860) 684-2852

 [STAFFORDESK@BIBLIO.ORG](mailto:STAFFORDESK@BIBLIO.ORG)

 [WWW.STAFFORDLIBRARY.ORG](http://WWW.STAFFORDLIBRARY.ORG)

## STAFFORDVILLE BEACH-21 LYONS ROAD

Has re-opened with lifeguards, effective Friday, July 3, 2020. The beach is open to Stafford Residents only and there will be an attendant at the gate checking identification. There will be no exceptions as there will be limited capacity on the beach. Social distancing on the beach is required. For any questions, please contact the Stafford Recreation Department.

 (860) 851-8333

 [STAFFORDESK@BIBLIO.ORG](mailto:STAFFORDESK@BIBLIO.ORG)

If you are sick, please do not come into any of our buildings.  
Our continuous goal is to keep our staff and the Stafford public as safe as possible.

**A FACE COVERING WILL BE REQUIRED UPON ENTRY.  
ONE PERSON AT A TIME WILL BE ALLOWED IN EACH DEPARTMENT OFFICE IF NECESSARY.**

Buildings will be cleaned/disinfected on a more frequent basis for your protection.  
We thank you in advance for your patience as we move forward with a safe re-opening.