

## Town of Chelsea Closure Update

We wish to respect the public's health in this troubled time and address the concerns of the community member. The Town Offices will be complying with the most recent statement from Gov. Phil Scott issuing a "stay at home" order for all Vermonters with the exception of essential employers/employees (i.e. Healthcare, Ems, Fire, Grocery stores, Road Crews, Transfer Station crew...).

As of 5:00 pm March 25<sup>th</sup> the Town Offices will be shut down per mandatory order of the governor until April 15<sup>th</sup>. Building Access to essential personnel only.

**WHAT:** Mandatory Governor ordered closer to the General Public.

**WHERE:** Town Offices

**WHEN:** March 25 thru April 15

### **WHAT IF I REALLY NEED SOMETHING?**

Email and voicemail will be monitored. Non-essential work will resume after April 15, 2020. Requests for information/documentation that cannot be accessed or distributed electronically will be fulfilled after April 15, 2020

- DOG LICENSES – Late Fees will be waived, licensing available by mail
- DMV RENEWALS – Not available until after Stay at Home order lifted but there is a 90 day extension on all renewals, so people can send them to DMV by mail
- NOTARY SERVICES – Not available until after Stay at Home order has been lifted
- **GENERAL INQUIRIES – Call or email us with your questions**

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**LAND RECORD RESEARCH:** Vault access will be unavailable during this quarantine. If you make a record request you must have deed references (book/page required). Document requests for items that are not currently digitized will have to wait until the quarantine period is up and the vault is available again. We will fulfill land record requests as soon as possible. Our Search/Retrieval Policy has not changed. We **WILL NOT** conduct research for anyone regardless of the current situation as we do not carry Title Insurance and could be held liable should incorrect documentation be mistakenly sent.

We are working hard to try to get our Day Book, General Index Book, online for researchers. Day Book information from January 2018 thru March of 2020 will soon be available via pdf documents posted to the Town Clerk page of our Website under Land Records. General Index also to be online as well as a request form for your convenience. Property record cards may be requested by email or phone provided you have a name or parcel #.

This closure update is amendable at any time as the Clerk's Office deems necessary.