

Town of Chelsea Clerk's Office

Protocol for Opening to Public BY APPOINTMENT ONLY

Clerk - Monday, Tuesday, Thursday

Listers - Wednesday Zoning Admin – Friday

Contact Info at www.chelseavt.org

Effective June 1, 2020

- Title Searchers -You **MUST** make an appointment prior to coming to the Town Hall and fill out the appointment form. (Tuesday & Thursday only) You will be permitted to conduct research only for the time that you have reserved. Please do not book more than you need.
- Townspeople **MUST** make an appointment prior to coming to the Town Hall. Appointments will be on Mondays from 8:30-4:00 for DMV Renewals, Notary, Vital Records, Marriages, Dog Licensing, Copies, etc. Please call ahead (685-4460) or email, so we can space appointments out. Please call if you need a time that the Clerk is not in the office. (685-4475). We will try to work out a time to meet. Tuesday or Thursday window service will be provided only if **absolutely necessary and there is no Title Search being done**.
- You **MAY NOT** come to the Town Hall if you have been exposed to or are showing symptoms of any form of illness; including but not limited to coughing or sneezing or if you have recently travelled into Vermont from out of state and have not completed the required 14-day quarantine.
- You **MUST** wear a mask for the entire time of your visit. If you are not wearing a mask you **WILL NOT** be permitted to enter the building.
- You **MUST** sanitize your hands upon entering the building.
- There are **no bathroom facilities open** to the public.
- Bring the supplies you will need to conduct your business (ie, writing/marketing utensils/paper/folders).
- All payments must be in the form of a check or money order made out to Town of Chelsea at this time.
- The Library wifi is free and working but there is no cell service in town.
- You will remain in the designated area of the office- the vestibule is closed.
- Genealogy research is suspended at this time.
- There is no drop box yet, we are working on it. There is a clip board on top of the Book Return for any item that you may need to leave at the office.