

DANIELLE FILLIO  
TOWN ADMINISTRATOR

TOWN HALL

1529 STATE ROAD  
RICHMOND, MA 01254



TELEPHONE: (413)-553-7793

FAX: (413) 698-3272

WEBSITE: [www.richmondma.org](http://www.richmondma.org)

EMAIL: [Townadmin@richmondma.org](mailto:Townadmin@richmondma.org)

## TOWN OF RICHMOND MASSACHUSETTS

OFFICE OF THE TOWN ADMINISTRATOR

March 16, 2020

Richmond Residents and Municipal Staff

Governor Baker, at his most recent briefing held on March 15<sup>th</sup>, made additional limitations to address the COVID 19 (Coronavirus) pandemic. You can find all the recent limitations at [www.mass.gov](http://www.mass.gov).

In an effort to stay within these limitations and for the safety of residents and Town staff, we will also be implementing the following:

- As of 3/17/2020 Town Hall and Town Buildings will be closed to the public. Staff will continue to work with normal hours and are still available to assist you buy phone. There is a box outside the Town Hall Door to leave any paperwork or payments.
- All non-essential boards and committees meetings are postponed.
- All essential governmental boards and committees will continue to hold their meetings but will do so as remotely as possible. The town is currently implementing a process with the use of zoom to conduct the meetings. More information on this will follow.
- All extracurricular groups such as book club or movie clubs are to be postponed.
- The Library will be closed until further notice. Patrons can return items to the outside box only and currently checked out items can be renewed by phone or online. 413-553-7795

Thank you for your attention to this matter. If you require any further information please do not hesitate to contact me at [townadmin@richmondma.org](mailto:townadmin@richmondma.org) or 413-553-7793.

Sincerely,

*Danielle Fillio*

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Town Administrator