

Town Office Operations of a sample of Chittenden County Municipalities as of 4/1/21

	Are town offices fully open, even for limited hours?	Are town offices open by appointment?	Are town staff conducting in person meetings?	Target date to be fully open
Richmond	No	Yes. Open for one researcher at a time by appointment only.	Most meetings are held via Zoom or on the phone. Some meetings are held in person if it is necessary, but those meetings are kept as small as possible and held in a large conference room.	No Date Set
South Burlington	No for the public. Staff will resume coming to work week of April 5th.	Only for appointments with City Clerk, Fire Inspection	No for the public other than noted above for appointments.	Plan to allow public into a specified area in large conference room where welcome station is setup beginning in May. Probably limited hours 9-noon & 1-4pm.
Colchester	Fully open but open to the public access is limited to 4.5 hours a day.	Limited due to space in research area, but we have most resources online.		
Winooski	Yes, open to the public from 9 to 3. Phones are answered 7:30 to 4:30. Reduced staffing a City Hall with those who can still working from home part time.	Yes. You must have an appointment to come in to the vault. Only one person at a time allowed in.	Very rarely – when one-on-one or small group meetings are need. Held outside or in our large conference room. All else happening via phone.	Not yet set.
Williston	No	Yes – one researcher at a time for Clerk or Planning Office. Since clerk went to online land records earlier this year dramatically reduced. This week there are only 2 appointments right now. Notary services and marriage licenses at picnic table on nice days, or at small table near rear entrance on days with bad weather.	No in person meetings for public boards or among staff members.	No date set, will be a gradual process.
Essex and Essex Junction	No, we are open only by appointment and libraries are curb side services only.	Same, by appointment but we have space to allow 2 at a time.	We are about 90% zoom/Teams and only very small meetings, say 2-3 people are in person.	We are starting to discuss late May/June but I have a sense of a relapse.
Hinesburg	No	Open for one researcher at a time by appointment only.	Most meetings are held via Zoom. Some meetings were held in person, but those meetings were kept as small as possible and held in a large conference room however with concerns are new variants we've backed off.	No date set.
Charlotte	Fully open, 8 am to 4 pm; no night meetings.	No appointment needed; 5 persons limit (not including employees), at the discretion of the Town Clerk & Town Administrator	All staff are on-site; meetings with applicants or real estate people (e.g. planning, zoning, assessor) are in person. All boards are meeting remotely (via Zoom).	No date set.
Milton	Open by appointment only 8-5 daily. All staff with the exception of two employees are back in the building.	Yes. Two searchers are allowed at a time in lobby. You must have an appointment to come in to the vault. Only one person at a time allowed in.	Yes, when one-on-one or small group meetings are necessary. Held outside or in our large conference room. All else happening via phone.	May 15, 2021