

## **TOWN OF BRISTOL**

### **NOTICE of TEMPORARY CLOSURE**

In response to the COVID-19 pandemic, the Bristol Selectboard voted to close all Town buildings to the public until further notice. Town staff will remain available to assist citizens by phone, e-mail, U.S. Postal Service, and by appointment as warranted with preventive protocols in place.

Meetings of all boards are to either be canceled until further notice or be held in the downstairs meeting room through virtual methods in accordance with the Open Meeting Law.

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

Office staff will be working behind closed doors during this time to ensure vital functions of the Town can occur.

- **DOG LICENSES**: You can leave your payments and an updated copy of your rabies certificate for each dog in the dropbox to the right of the door or send via USPS and we will mail back the new tags.
- **TAX PAYMENTS**: The tax due date was extended to May 5, 2020. You can leave your payment in the dropbox to the right of the door or send via USPS and we will mail back receipts (if requested).
- **TAX BILL COPIES**: If you need a copy of your tax bill, please call or email us! We can email and fax copies to you or your tax preparer or mail them to you.
- **LAND RECORDS RESEARCH**: Our vault is available for research **BY APPOINTMENT ONLY**. We started using the RecordRoom (COTT) System in December of 2018. All new records have been scanned into this system and can be viewed to update research. 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. If you have deed references (book/page required) you may request documents to be emailed to you with an invoice attached.
- **RECREATION DEPARTMENT EVENTS**: All Recreation Department Events and Classes have been canceled or postponed at this time. If you have further questions, please reach out via email or phone to the Recreation Department.
- **PUBLIC WORKS DEPARTMENT**: Public Works operations will be limited to emergency services only.

TOWN OFFICE: 802-453-2410  
RECREATION DEPARTMENT: 802-453-5885  
DPW: 802-453-4707  
FAX 802-453-5188

Town Administrator, Valerie Capels, [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)  
Town Clerk/Admin Assistant, Sharon Lucia, [clerk@bristolvt.org](mailto:clerk@bristolvt.org)  
Treasurer & Delinquent Tax Collector, Jen Myers, [treasurer@bristolvt.org](mailto:treasurer@bristolvt.org)  
Zoning Administrator, Kris Perlee, [zoning@bristolvt.org](mailto:zoning@bristolvt.org)  
Lister, Mark Bouvier & Craig Scribner, [lister@bristolvt.org](mailto:lister@bristolvt.org)  
Recreation Director, Meridith McFarland, [recdirector@bristolvt.org](mailto:recdirector@bristolvt.org)  
Public Works Director, Eric Cota, [bristolhighway@gmavt.net](mailto:bristolhighway@gmavt.net)  
Police Chief, Bruce Nason, [Bruce.Nason@vermont.gov](mailto:Bruce.Nason@vermont.gov)  
Fire Chief, Brett LaRose, [bristolfiredepartment@gmail.com](mailto:bristolfiredepartment@gmail.com)

For more information:

- ❖ [www.healthvermont.gov](http://www.healthvermont.gov)
- ❖ Center Disease Control [www.cdc.gov](http://www.cdc.gov)
- ❖ COVID-19 resources and information in Vermont: Dial 2-1-1