



Guidance on Accessing Town Hall Services During COVID-19 State of Emergency

On March 13, 2020, the Town of Dudley, following the guidance provided by the Massachusetts Department of Public Health, The Centers for Disease Control and Prevention, and in response to the State of Emergency declared by Governor Charlie Baker on 3/10/20 and a series of Executive Orders signed by the Governor designed to limit the spread of COVID-19 “coronavirus,” has implemented social distancing measures for all Town Hall Offices. These measures are designed to protect the public health and safety of the community, and to protect our most vulnerable populations including senior citizens and those with compromised immune systems.

Overview of the Plan

Effective at 10:00 AM on Monday, March 16, 2020 all Town Hall offices are closed and not accessible to the general public, but will be staffed and services will be accessible using the alternative means listed here. Additionally, the Senior Center and Pearle M. Crawford Memorial Library and the Dudley/Charlton Regional School District have been closed until further notice and Bay Path Vocational for at least one week from 3/16/20.

Minimize Your Inconvenience and Exposure

Please read the following information as relevant to the services that you require.

Call or email ahead if your options are unclear or not covered here.

Take advantage of online services or mail your routine payments. Use technology whenever possible and consider assisting those that are less able to utilize technology in conducting their business with the Town.



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Use our “Drop Box,” located in the police station lobby, to make payments and to leave applications and other correspondence for Town Hall Offices. We will empty the drop box daily, Monday-Friday, and distribute your correspondence to corresponding Town Hall department.

Town Meetings, Public Hearings, Boards and Committees

As we develop models that comply with the State of Emergency that currently exists, it is certain that our board meetings and public hearings will take on a different form. Information regarding the framework of meetings will be posted online, together with information regarding the methods that will be available for public participation in public hearings and board/committee meetings, as appropriate. We will also release this information to the press, and it will be printed and available in the lobby of the Dudley Police Department.

Public Safety

There will be no change in the services offered by our public safety, water, sewer and highway departments. Notice will be provided to EMS and first responders if calls are received for residents that identify symptoms that are consistent with COVID-19. With notice, EMS will take precautions before entering homes to use or apply personal protection devices to protect themselves against possible contamination.



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If You Experience Symptoms

If you are experiencing:

- Fever
- Cough and shortness of breath, and
- In severe cases, pneumonia (fluid in the lungs).

Call your healthcare professional if you develop symptoms, have been in close contact with a person known to have COVID-19, or if you have recently traveled from an area with widespread or ongoing community spread of COVID-19. Please use the links below or scroll down to view information about Coronavirus COVID-19 prevention, treatment and statistics on the local, state and national level.

For further information: <https://www.harringtonhospital.org/coronavirus/>

Or call: Coronavirus Hotline at 508-765-8191

If you require an ambulance, and dial 911, please be certain to identify if you are experiencing the above symptoms.

Sign up for RAVE Alerts Today. RAVE is the Town's emergency alert system.

To sign-up for Rave Emergency Alerts, call 508-949-8040,

or register online at:

<https://www.smart911.com/smart911/registration/registrationLanding.action?cdnExternalPath=>

Enrolling in Emergency Alerts will allow the Town of Dudley to provide Emergency and Public Alerts to you on your cell and home phones. This service is critical and all residents are encouraged to sign up today.



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GUIDANCE TO ACCESSING TOWN SERVICES

Accountant/IT Services

The Town Accountant/MIS Director is available Monday-Thursday and can be reached at:

Email: debit@dudleyma.gov
Telephone: 508-949-8016

Available by appointment during posted business hours above.

Board of Assessors

The Principal Assessor, Assessor Clerk can be reached at:

Lisa L. Berg, MAA, Principal Assessor	lisab@dudleyma.gov
Mary Petro, Clerk:	assess2@dudleyma.gov
Telephone:	508-949-8006
Fax #:	508-949-2223

Monday	8:00-4:30
Tuesday	8:00-4:30
Wednesdays:	8:00-4:30
Thursday	8:00-4:30 & 5:00-7:00
Friday	8:00-1:00

The following forms (available here and online) can be completed and dropped off in the drop off box. They may also be sent upon request from the email addresses above.



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- Motor Vehicle and Boat Abatement Applications
- Boat/Snowmobile/ATV Status Change Form
- Vehicle Transfer Affidavit
- Blind, Senior, Veteran, Widow/Widower Real Estate Exemption Applications
- Chapter 61, 61A & 61B Applications
- Chapter 61, 61A & 61B Acknowledgement of Rights Forms
- Certified Abutter's List Request Forms

Assessor's Field Cards, Tax Maps and the Town's Zoning Map are also available at www.dudleyma.gov

Board of Health and Building Department

Clerk for both Board of Health and Building Departments: Ted Zajkowski

The Board of Health can be reached at:

Telephone: 508-949-8017
Fax #: 508-949-8031
Email: boh@dudleyma.gov

Monday: 8:00 - 4:30
Tuesday: 8:00 -12:00
Wednesday: 8:00 - 4:30
Thursday: 8:00 -4:30 and 5:00 -7:00
Friday: 8:00-1:00

To view a file or document, please contact the office to make an appointment.



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The Building Department can be reached at:

Email: building@dudleyma.gov
Telephone: 508-949-8012
Fax #: 508-949-8031

Interacting with *both* the Building Department and Board of Health

Permits for both the Board of Health and the Building Department are available here and online at www.dudleyma.gov. Contact either department to request to have the documents sent to your email address.

Completed permits for either department can be left in the drop box (mailbox) here. Permit fees should be submitted with corresponding application via US mail, or left in drop box in a sealed envelope. The drop box will be emptied daily, and correspondence distributed to each department. ***NO CASH WILL BE ACCEPTED***

Please contact either office via phone for inspection, enforcement or further information or services. The Board of Health/Health Agent is available by Appointment, or Thursdays 4-5PM

Board of Selectmen
Cemetery Commissioners
Highway Commissioners
Town Administrator
Historical Commission

Contact Michelle Jervis, Administrative Secretary:

Email: selectmen@dudleyma.gov
administrator@dudleyma.gov
Telephone: (508) 949-8001

Updated and Effective 3/16/20



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Monday: 8:30-4:30
Tuesday: 8:30-4:30
Wednesdays: 8:30-4:30
Thursday: 8:30-4:30
Friday: 8:30-1:00

For permitting and licensing, please use contact information above. You will be provided with information and assistance for all transactions. Constituent services will be addressed by phone or by appointment.

Conservation Commission

Town Planner/Planning Board

The Town Planner, Planning Clerk can be reached at:

Bill Scanlan, Acting Dudley Town Planner: planner@dudleyma.gov

Caryl Savard, Clerk: planningclerk@dudleyma.gov

Telephone: 508-949-8014

Tuesday: 9:00– 3:00
Wednesday: 9:30 –4:30
12:00–4:30 6:30–8:00 p.m. Meeting Weeks (2nd and 4th Wednesdays)
Thursday: 10:00–7:00
Friday: No Hours



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The Clerk for the Conservation Commission can be reached at:

Caryl Savard, Clerk: conservation@dudleyma.gov

Telephone: 508-949-8011

Mondays & Tuesdays 10:30-4:30

For *both* Conservation and Planning Services:

Utilize the drop box located in the Police Lobby

Applications will be date stamped on a daily basis (except for Friday).

Application forms are available online.

If possible, plans should be scanned or sent by email.

For other services, appointments of assistance, please use contact information above.

Town Clerk

Lori A. Smith, Town Clerk: townclerk@dudleyma.gov

Jaqueline Phelps, Assistant Town Clerk: townclerk2@dudleyma.gov

Telephone: 508-949-8004

Monday 8:00– 4:30

Tuesday 8:00–4:30

Wednesday: 8:00– 4:30

Thursday: 8:00 – 4:30 Evening Hours 5:00–7:00

Friday: 9:00–1:00

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The following can be obtained via the website (www.dudleyma.gov). From homepage scroll down to Town Clerk Online:

Marriage Certificates
Birth Certificates
Death Certificates
Dog Licenses
Register to Vote (link provided online)
DBA Certificates

You may call the office (508-949-8004) to schedule an appointment if you are looking to do the following:

File Marriage Intentions
Take out Nomination Papers

Using the drop box in the Police Department Lobby if you would like to drop off items, such as:

Census Forms
Completed Dog licenses

As always, you can call us or email us should you have any questions.

Treasurer/Tax Collector

Monday, Tuesday, Wednesday 8:00-4:30

Thursday 8:00-7:00 PM, Friday 8:00-1:00

Telephone: 508-949-8002
Fax #: 508-949-8003

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Richard Carmignani, Jr., Treasurer/Tax Collector:

richc@dudleyma.gov

Amanda Jacobson, Assistant Treasurer/Collector:

treas2@dudleyma.gov

Tatum Coraccio, Treasurer/Collector Clerk:

collector2@dudleyma.gov

All transactions can be processed online, or left in drop box. The drop box will be emptied daily, Monday-Friday.

Correspondence from the Treasurer/Collectors office will be sent via US Mail.

To discuss permit requirements, please contact the office as listed above.

Veterans Services

Available by appointment, including off site services

Stephen Rogerson, Veterans Services Officer

Email: stephenr@dudleyma.gov

Telephone: 508-949-8010

VSO Cell: 617-599-6041

Please utilize drop box in Police Department Lobby. The box is emptied daily (Monday-Friday) and correspondence is delivered to the office on the same day.

Water and Sewer Departments

The Town of Dudley Water Sewer Department can be reached:

Email: watersewer@dudleyma.gov

Telephone: 508-949-8007

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Monday: 7:00–3:30
Tuesday: 7:00–3:30
Wednesday: 7:00–3:30
Thursday: 7:00 –7:00
Friday: 7:00-1:00

Any applications for permits or such can be obtained by emailing the office so that we may provide you with an accurate payment fee.

Council on Aging and Senior Services

Monday and Friday: 10:00-3:00

Telephone: 508- 949-8015, listen to menu and press “3”

Please be advised, Meals on Wheels will still be delivered. Please call 508- 949-6640 for questions and information about Meals on Wheels.

Tri-Valley has cancelled all senior lunch clubs. If you require assistance outside of hours posted above, please contact Michelle Jervis in the Board of Selectmen’s Office at 508-949-8001. We will refer you or help place you in contact with the correct services.