
Town of Seabrook

Memorandum

To: Chair Aboul Khan, Selectwoman Kyle, Selectwoman Brown

From: Town Manager

CC: Kelly O'Connor

COVID-19 Response

March 19, 2020

The COVID-19 outbreak has created severe challenges to our ability to deliver services to the residents of Seabrook. While we are ready to meet this challenge head on it will require changes to our methods and protocols for the immediate future. **In consultation with, and at the direction of, the Seabrook Board of Selectmen, Town Hall will be closed to the public beginning on Friday March 19, 2020.** The employees of the Town of Seabrook will continue to work, and to serve the residents of Seabrook during this indefinite closure. This change is necessitated by the public health emergency that is bearing down on us now.

I have consulted with our Departments, and we believe that this inconvenience to the public can be mitigated by the utilization of our on-line tools. Since we will have staff on site and working we will be able to answer telephone inquiries and assist residents who may not be familiar with our on-line services. At the end of this memo I will list the phone numbers and web addresses of our departments, as well as the services available through our web portal. We have installed a drop box outside of Town Hall for non-cash payments, or the transmission of necessary documents. We have set up a web page that can be

reached through our web site at www.SeabrookNH.info. This page will bring you to the Seabrook web site with additional information for our Town on COVID-19.

We have ordered all departments to take strong measures to keep our buildings clean, with constant application of strong cleaning materials. We have changed the hours of our Town Hall custodian so that he can clean Town Hall after the hall is closed, preparing for the next day. He is also working during the day, cleaning the Hall while we are occupied and doing business. We have urged Town employees, if they feel sick or are symptomatic, to stay out of work.

Emergency Services. I have attached memos written by Chief Edwards and Chief Walker on the steep challenges facing both Departments during this crisis. I have attached a memo from Chief Walker detailing the changes made to public interactions at our Police Department, as well as a new policy adopted by Chief Edwards on “infection control” at our Fire Department.

Police. The Police have implemented new protocols for public interaction. The Department is fully staffed, and you can reach the Police Department at 603-474-5200, or on the web at www.seabrookpd.com

Fire. Our Fire Department continues to respond to an escalating set of demands on our ambulance service. Our personnel is “suing up” with PPE (Personal Protective Equipment) on calls responding to patients that are symptomatic. We are running short on PPE, a real problem for first responders everywhere. Chief Edwards has been working diligently to restock these critical supplies. Our Fire Department is fully staffed, and can be reached at 603-474-3311. The web site can be reached through our main portal at www.seabrooknh.info.

If you have COVID-19 questions you can access a state hotline by dialing 2-1-1.

Emergency Management E.M. Director Joseph Titone has been active in helping to lead us through this crisis. We have begun to work on the **Continuation of Operations Plan**, which will be completed soon.

Our Recreation Department, while working, is closed to the public. While the initial announcement of a two-week closure corresponded to the initial school closure announcement the schools have just extended that time period. Our Recreation facility will follow suit, with a formal announcement next week. Last weekend the custodial staff did a deep clean of the facility, and we are examining the potential of a commercial cleaner being deployed during this period of closure. **Meals on Wheels will continue to serve Seabrook residents during this period.** Recreation can be reached at 603-474-5746, or on the web at www.seabrookrec.com

Tax Collector. We have had discussion with Tax Collector Michele Knowles and have held lien notices scheduled to go out this week. While more discussion will occur it is likely they will be mailed next week. You can access the online payment system at <https://seabrooknh.info/town-departments/tax-collector/> or get assistance by phone at 603-474-9881.

Town Clerk The Town Clerk has one of the busiest offices in the Town. I have discussed the office operation with Clerk Cheryl Bowen, and she feels that her office can properly service the public under a “closed to the public” protocol. That office handles car registrations, voter registrations, dog registrations, That office can be reached at 603-474-3152 and on the web at <https://seabrooknh.info/town-departments/town-clerk/>

Assessor Assessor Angela Silva will be available at 603-474-2966, and on the web at <https://seabrooknh.info/town-departments/assessing/> There are April 15 deadlines for elderly exemptions, veterans tax credits, and several other similar items. Those forms are available on the Assessing website detailed above.

DPW. The DPW has restricted public access to the office, and we will close the transfer station to the public, beginning tomorrow. For private haulers with current access to the transfer station such access will be by appointment only starting on Friday March 20. **Mr. Starkey recommends, and I concur, a suspension of Town recycling until further notice.** This is based on protection of Town employees from health threats. You can reach the Office for all DPW matters at 603-474-9771, for after hours emergencies at 603-474-5200, on the web at <https://seabrooknh.info/town-departments/public-works/> and by email at khueber@seabrooknh.org or lwillwerth@seabrooknh.org

Inspectional. Residents may e-mail any questions or concerns they may have regarding permits, properties, and code to code@seabrooknh.org, Building Inspections will be limited unless absolutely necessary. If any businesses are waiting for health inspections, they will not be penalized.

The Seabrook Library has closed. The Library will be closed to the public from Monday, March 16th through Monday, April 6th. They will continue to monitor email and phone calls. If you have questions please contact the library at ocean@sealib.org or 603-474-2044. DUE DATES Don't worry about your items you have out.

SAU 21 Superintendent Lupine and I have spoken over the weekend. **The schools have continued to provide lunch to eligible students through the school shutdown, now scheduled for three weeks. That very important effort has information available at <https://campussuite-storage.s3.amazonaws.com/prod/1558718/e7fa12dc-6862-11e9-88e9-0a2901a6873e/2067902/ee5ef8e6-67b6-11ea-8ba1-0a8fbccdaa3b/file/Food%20Distribution%20Letter%203-16-2020.pdf>**

The standard website is available at <https://www.sau21.org/>

The SAU administrative office was closed yesterday, with personnel remoting in to work.

I have had a discussion with **Portsmouth Hospital** executive Malichi Fischer over the Seabrook Emergency Room. Portsmouth Hospital is preparing for a larger influx of patients, and for the potential of testing in the weeks to come. Chief Edwards has been in constant touch to deal with protocols on delivery of symptomatic patients, and as of yesterday our medical systems are holding.

Seabrook Housing Authority. I have attached a memo, to the residents, from the property management company. The Housing Authority has taken steps to limit outside contact in order to protect the health and welfare of the residents, and I had a discussion with Paul Kelley of the Board of Commissioners. I have extended, on behalf of the Board of Selectmen, assistance should the Housing Authority require it.

Federal Feedback. I have interacted with Senator Jeanne Shaheen's office and requested assistance with PPE supplies for our first responders, and suggested some delay in filing dates for Wastewater reports to the EPA.

Town Hall can be reached at 603-474-3311, and through U.S. mail at 99 Lafayette Road, Seabrook, NH 03874.

The Office of the Town Manager is available at 603-474-3252 or via email at wmanzi@seabrooknh.org

We continue to strive to provide our Departments with the supplies necessary. My thanks to the Procurement Department for extraordinary efforts to keep our departments supplied. Our thanks to all of the employees for keeping services to our residents at a high level, especially our first responders, who are placing themselves in harms way every day.

Our businesses have been terribly impacted, with the restaurant industry being devastated. The New Hampshire Employment Security Office can be reached at <https://www.nhes.nh.gov/>

We stand ready, at the local level, to offer any and all assistance that we are able to provide to our impacted businesses.

While this report is longer than we all would like I have been adding information right through 10 am. I have attached the latest figures on PPE inventory from Chief Edwards, supplied this morning. As long as it is I am sure I have omitted something, as the situation is evolving fast. Please continue to check our website for up to date information on COVID-19.