

Town Manager, Christine Almand

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# Town of Skowhegan

## Town Manager

225 Water Street  
Skowhegan, Maine 04976



**Effective August 17<sup>th</sup>, we are returning to our regular hours:  
Monday – Friday, 8:00 am to 4:30 pm**

**All customers must wear a mask and adhere to  
social distancing guidelines.**

If you are unable to wear a mask or face covering, call for further instructions for contactless service or for an appointment.

Clerk's Office: 474-6900  
Assessor's Office: 474-6903  
Code Enforcement: 474-6904  
Economic & Community Development: 474-6905  
Finance/Human Resources: 474-6906  
Town Manager's Office: 474-6907  
Police Department: 474-6908

The North Entrance is for the Clerk's Office, Police Department and all other Municipal Building departments (there may be a line).

South Entrance/ADA access: The rear single door on the south side of the building serves as ADA access. Please call or use the buzzer. Calling ahead to the appropriate office will help us to serve the customer in the best manner.

During the times that we are open to the public, a staffer will serve as Lobby Monitor and will be in the lobby to ensure that all customers entering the building are wearing face masks/coverings. The Lobby Monitor will be supplied with a sanitization station. If a customer or vendor tries to enter without a mask, the Lobby Monitor will hand them a business card for the appropriate staffer and ask them to call to make a private appointment for service, which may require use of the drop box.

For contact tracing purposes, we will maintain a record including contact information for visitors and staff who have direct prolonged interaction.

This temporary work plan schedule and procedure is subject to change.