

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360  
(860) 889-2324/Fax: (860) 889-1222/Email: [office@seccog.org](mailto:office@seccog.org)

---

## Municipal COVID-19 Survey #6:

### *Public Access to Town/City/Borough Halls and Planned Closures*

Questions:

- 1) Is the Town/City/Borough Hall open fully to the public at this time?
- 2) Are there any planned closures in response to the pandemic?
- 3) Are there any restrictions on public access?
- 4) Other information.

*Responses are current as of January 4, 2020. Some information may be out-of-date.*

---

**Member Municipalities:**

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)  
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org).*

*如果您需要语言帮助, 请致电860-889-2324或发送电子邮件至 [office@seccog.org](mailto:office@seccog.org).*

## TOWN OF COLCHESTER

---

- 1) Town Hall is closed to the public. Requests handled curb-side or in the lobby.
- 2) Considering restrictions for the Library. Senior Center has been closed since March.
- 3) Senior Center is closed; programming held over Zoom and food bank uses curb-side pick-up.
- 4) Some employees are working from home and departments stagger personnel hours. All meetings are remote.

## TOWN OF EAST LYME

---

- 1) Town Hall is open by appointment only.
- 2) None at this time, but considering closure of Town Hall depending on local case statistics.
- 3) Transfer station fully open but attendants will not help move items. No public access to Library (curb-side pickup), Senior Center, or Community Center.

## TOWN OF FRANKLIN

---

- 1) Open to the public with restrictions.
- 2) None.
- 3) Locked door with remote control, one person at a time, one-way entrance/exit, temperature taken and contract tracing survey administered.
- 4) 60% of staff working from home. Single-person vehicle occupancy. Masks and social distance rules apply.

## TOWN OF GRISWOLD

---

- 1) Town Hall is open by appointment only.
- 2) None.
- 3) Open by appointment only. No other restrictions.
- 4) All appointment entries are documented (name, date, purpose, temperature, and contact number) and visitors have their temperature taken at entry.

## CITY OF GROTON

---

- 1) City Hall is open to the public from 9:00 am - 3:00 pm, Monday, Tuesday, and Thursday.
- 2) None at this time, but working with Ledge Light Health District on future determinations.
- 3) Appointments are encouraged. A greeter meets the public upon entry, administers a screening questionnaire, then directs people to their destination.
- 4) The City maintains full levels of public service and support functions. Staff hours are flexible and work-from-home is allowed where possible.

## TOWN OF GROTON

---

- 1) Town Hall is open by appointment only.
- 2) Town facilities are planned to be fully opened beginning 1/11.
- 3) Transfer station fully open but attendants will not help move items. No public access to Library (curb-side pickup), Senior Center, or Community Center.

---

**Member Municipalities:**

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)  
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org).*

*如果您需要语言帮助, 请致电860-889-2324或发送电子邮件至 [office@seccog.org](mailto:office@seccog.org).*

## TOWN OF LEDYARD

---

- 1) Town Hall is open to the public.
- 2) Town is monitoring the case numbers and may consider closing in the near future.
- 3) None.
- 4) Masks required when not in individual offices. HEPA filters installed in high-traffic areas.

## TOWN OF LISBON

---

- 1) Town Hall is closed to the public.
- 2) None.
- 3) Town Hall staff meets with the public outside.
- 4) Masks required indoors by Town Hall staff.

## CITY OF NEW LONDON

---

- 1) City Hall is closed to the public. All offices are staffed.
- 2) The current arrangement is planned to continue for the foreseeable future.
- 3) No public access. Arrangements are made (e.g.: drive-up window) to handle public business.

## TOWN OF NORTH STONINGTON

---

- 1) Town Hall is open by appointment only.
- 2) None.
- 3) Public must call Town Hall ahead of time.

## CITY OF NORWICH

---

- 1) City Hall and annexes are open by appointment only.
- 2) None at this time. City plans to keep restrictions in place due to expected surge after holiday season.
- 3) Security greets visitors and administers a screening questionnaire.

## TOWN OF PRESTON

---

- 1) Town Hall is open by appointment only, if request cannot be accommodated by mail or dropbox.
- 2) None.

## TOWN OF SALEM

---

- 1) Town Hall is open by appointment only. Requests also accommodated by outdoor drop-box.
- 2) None.
- 3) Town Clerk vault is closed to the public. Document search is free online.
- 4) Transfer station operating normally. Library is closed to public and fills request curbside.

## TOWN OF SPRAGUE

---

- 1) Town Hall is open to the public, with most departments requiring appointments.

---

### Member Municipalities:

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)*

*Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org).*

*如果您需要语言帮助, 请致电860-889-2324或发送电子邮件至 [office@seccog.org](mailto:office@seccog.org).*

- 2) None at this time. Town will make decisions based on available case data.
- 3) Water and sewer and Tax Collector's offices do not require appointment.
- 4) The library is open to the public, with a capacity limit.

#### TOWN OF STONINGTON

---

- 1) Town Hall is open by appointment only.
- 2) Public restrictions are planned to continue through January 11 and are reevaluated on a weekly basis.
- 3) Public is encouraged to use on-line means or dropbox to handle requests.
- 4) Hand sanitizer available at entrance. Town Hall employees consulted prior to Thanksgiving regarding needed changes to policies, PPE needs.

#### TOWN OF WATERFORD

---

- 1) Town Hall is open by appointment only.
- 2) None at this time and no current plan for lifting restrictions, but working with Ledge Light Health District on future determinations.
- 3) Transfer station fully open. No public access to Library (curb-side pickup), Senior Center, or Community Center.
- 4) Senior and Community Center hold virtual classes/activities. Town government and Board of Education are working together to coordinate openings and closures.

---

**Member Municipalities:**

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)  
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org).*

*如果您需要语言帮助, 请致电860-889-2324或发送电子邮件至 [office@seccog.org](mailto:office@seccog.org).*