

Town Board

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*Town of Westport*

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***COVID-19 (Coronavirus) Update for Westport Offices  
(Update #5 - March 24, 2020)***

The Town of Westport is continuing to monitor the status of the COVID-19 (Coronavirus) outbreak. At this point, we are encouraging the community to take the following measures regarding Westport business to reduce exposure. This updates our report from March 23, 2020.

**GENERAL INQUIRY:** THE TOWN HALL IS CLOSED TO THE PUBLIC. If you have a general service inquiry or need assistance from the Town staff, please call rather than visit. We can be reached at (608) 849-4372, or by email at [reception@townofwestport.org](mailto:reception@townofwestport.org). Please do not come to the Town Office without contacting us first. We likely can complete your request or transaction without face-to-face interaction. The office and public works areas have furloughed non-essential staff for the time being as recommended by the State and County Emergency Management agencies. Staff asks that you please be patient during this time period.

**TOWN OFFICE:** The Westport Administration offices are CLOSED to the public. **If at all possible, please conduct your business without face-to-face contact with the Town Staff.** This caution is in the best interest of the community. Please see below for options related to your specific needs.

**ABSENTEE VOTING:** You can vote without even leaving your home, and all voters are strongly encouraged to do so. Request your ballot at [www.myvote.wi.gov/en-us/VoteAbsentee](http://www.myvote.wi.gov/en-us/VoteAbsentee). You do not need a reason to vote absentee. Once we receive your written request, a ballot will be mailed to you. You then return the ballot by mail or to our dropbox by the office entry door.

**VOTER REGISTRATION:** You can register to vote with out leaving your home. Online registration is open until March 30, 2020. Register to vote at [www.myvote.wi.gov/en-us/RegisterToVote](http://www.myvote.wi.gov/en-us/RegisterToVote). If you need assistance please call the office and we can help you. If you need to come into the office please call to make an appointment. You will need to bring proof of residence with you to avoid having to make multiple trips.

**PARKS:** Parks are open, however please remember to use appropriate social distancing in the parks. By the Governor's emergency order until April 24 at 8:00 a.m., individuals may not engage in team or contact sports such as by way of example and without limitation, basketball, ultimate frisbee, soccer, or football, as these activities do not comply with Social Distancing Requirements. Playgrounds are closed.

**PAYMENTS:** If you are looking to make a payment to a Westport Utility or the NECC for a utility/water bill or court citation please use our online programs to complete the payment. Links are available here: [www.townofwestport.org](http://www.townofwestport.org). If you cannot use our online systems, please use the dropbox located just outside and to the right of the office entrance available 24/7. If you are looking to obtain a dog license, please utilize mail service or drop box and items will be returned via mail. Building permits and other licenses/permit information are also available online.

**TOWN MEETINGS AND FACILITY USE:** All non-essential Town committee meetings are cancelled indefinitely. Staff has eliminated contact at meetings and conferences. Westport facilities are closed for meetings and events. For the moment, Town Board meetings will continue, but they may be held by teleconference or video conference. The agendas will notice how the meetings will be held. If you have a question regarding any Town service, please call (608) 849-4372 or email [reception@townofwestport.org](mailto:reception@townofwestport.org). The Town offices will be open and humming, but the lobby is closed.

**COURT INFORMATION (NECC):** The Northeast Community Court meets at the Westport Community Meeting Room. Since all nonessential meetings or gatherings are prohibited in the facilities, Court sessions for the time being are postponed until May. We have instructed our officer to write citations for the May session (May 21).

**GENERAL COUNTY HEALTH INFO:** Madison & Dane County Public Health have issued recommendations for individuals, families, and businesses to consider regarding COVID-19. That information is available here: <https://www.publichealthmdc.com/.../resources-by-.../coronavirus>

**Governor's Emergency Order #12 Issued March 24, 2020:** <https://wedc.org/wp-content/uploads/2020/03/Health-Order-12-Safer-At-Home.pdf>

**Thank you for your patience during this time period. Also, thank you to all of the Town staff, contractors, consultants, and elected officials for their dedication to the Town during this critical time. The Town employees are outstanding!**

**Stay safe and well!**