



**TOWN OF LANCASTER, MASSACHUSETTS FIRE-EMS  
DEPARTMENT**



*Michael J. Hanson, Fire Chief*

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**FOR IMMEDIATE RELEASE**

March 17, 2020

Lancaster, MA- Lancaster residents, as you are aware, the COVID-19 virus has been fluid in its development, and the Town has been working with local and state agencies to understand and prevent the spread of the virus.

The following directive is effective Tuesday, March 17, 2020 through April 6, 2020:

All public buildings, including Town Hall, DPW, Library, and Senior Center will be closed to the public. The public will be able to utilize the Town's web site, [www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us) to collect phone numbers and email addresses or contact information necessary to reach out to individual departments. A drop box for payments is located by the back entrance of the Town Hall or at the main door of the central Fire Station 1055 Main St.

**Lancaster Fire Department**

The lobby will be closed to the public. Please use the web site to obtain burning permits. [www.lancasterfd.net](http://www.lancasterfd.net). Burning permits will not be done on-site. There is a drop box outside the door for anyone needing to drop off paperwork. You can call the main number at **978-368-4003** for information and forms can be emailed to you.

All inspectional services are suspended.

**Lancaster Police Department**

The public vestibule will remain open. Forms for accident reports, and license to carry will be available in this area. There is a two-way phone where officers can speak to you directly.

License to carry applications will still be processed. For these and any non-emergency issues please call ahead before going to the station. We may be able to assist you over the phone or have reports ready for you when you arrive.

**978-368-1380**

## Town Clerks Office

For all services call **978-365-3326** extension 1013 or email [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net) to make arrangements or for advice. Birth, Death and Marriage Certificates, as well as dog licenses, can be purchased online: <https://www.ci.lancaster.ma.us/home/pages/online-payments> PLEASE NOTE THAT DOG LICENSING DEADLINE HAS BEEN EXTENDED TO April 30, 2020.

Marriage license (intentions), for those looking to get married within the next 30 days, can contact the Town Clerk's Office, as both parties need to complete the forms in our presence.

Nomination papers for the Local Town Election (5/11/2020) or the State Primary (9/1/2020) will be accepted OUTSIDE of the Prescott Building. The Town Clerk's Office must be contacted by phone or email before showing up at the Prescott Building with papers.

There will be NO Notary Services until the municipal building is open to the public.

Public Records Request can be submitted to me by mail or email and will be responded to in the required time if at all possible.

For up-to-date information regarding this office, please check our page on the website: <https://www.ci.lancaster.ma.us/town-clerk-records-access-officer>.

## Treasurer-Collector

Real Estate, Personal property, and water bills will be mailed by March 27, 2020. Payments can be dropped in the drop box at the back of the Town Hall or at the Main Fire Station drop box. (NO CASH)

We also offer payments through Invoice Cloud or they can be mailed to the Lockbox in Woburn (Town Of Lancaster P.O. Box 4172 Woburn, MA 01888-4172) or 701 Main St, Suite 5 Lancaster, MA 01523

If Municipal liens are needed- Attorney's offices and/or banks can email us to request and mail the check to 701 Main St, Suite 5, Lancaster, MA 01523.

## Library

All Library services are postponed until the Town gets word from the Governor that services can be slowly reinstated. The Library is working to find other ways to deliver services to the public and currently has three eBook, audiobook, and eMagazines services on [thayermemoriallibrary.org](http://thayermemoriallibrary.org).

Library staff check their email frequently Monday through Friday and intermittently over the weekend. Send all reference inquiries on just about anything including assistance with any of the Library's eServices by filling out this [form](#).

### **Senior Center (978) 733-1249**

The Center is closed. All activities are canceled.

Meals on Wheels is running.

Limited van service will be available.

\*The Friends of the Council on Aging is offering assistance to pick up food and medical supplies for homebound seniors.

### **Building Inspector**

Inspections will be conducted on empty homes only. Any additional assistance should be coordinated directly with the Department at **(978) 365-3326 x 1310**.

### **Board of Health**

The Nashoba Board of Health agent is available by phone during working hours at **978-772-3335**.

Nashoba Associated Boards of Health in Ayer, MA.

All Municipal Departments are functioning and the Main phone line at **(978) 365-3326** will direct you to the Town.

We want to encourage everyone to practice good hygiene and social distancing. It is important to remember, this is not a snow day or a time to meet with friends. Our future actions, particularly this week, is crucial in helping to reduce the spread of the virus. Please understand your decisions and interactions have an impact on our community and will help to minimize the number of cases in our area.

In times like this our residents need to pull together. How can you help? I want to encourage everyone to reach out to a senior that you know, a neighbor with disabilities, or people with medical challenges- by phone, text, or email. Ask how they are doing; see if they need anything, and if they do please drop any packages off in a safe manner, while continuing to practice social distancing.

If you are feeling sick or experience symptoms please call your doctor. If you have to call 911 please give the dispatcher as much information as you can to help your local responders to protect them and you.