

Town of Auburn, Massachusetts



Auburn Town Hall

Public Hours

April 5, 2021 – April 30, 2021

Monday 2:00 PM - 7:00 PM

Tuesday 8:00AM - 12:00 PM

Wednesday 8:00 AM - 12:00 PM

Thursday 8:00 AM - 12:00 PM

Friday 8:00 AM - 1:00 PM

Town Hall Visitors must:

Wear face coverings/masks at all times while in the building unless prohibited from doing so by a medical condition.

Maintain 6 feet of social distancing from other visitors and employees while inside the facility.

Upon entering, sign-in on the visitor's sheet with the time and date of your visit, the office or employee you are visiting, your name, address and phone number for contact tracing purposes.

** Please be advised – Visitors may have to wait outside or in their vehicles if allowable capacity limits have been reached inside the building. Once a visitor/patron leaves the building, the next person in line will be allowed to enter.*

Town Hall has been open to the public by appointment only since July 2020. Based on the State's Reopening Plan, which entered Phase IV Step 1 on March 22, 2021, Town Hall will open to the public starting April 5th for 55% of the operating hours (22 hours) which will enable us to comply with all State Covid Orders, State Covid Workplace Standards and Protocols. We will re-evaluate our re-opening plan at the end of April to determine whether to continue at reduced public hours or extend those hours based on impact on operations, State guidelines at that time, and public health data.

Please note that all Town Hall departments and employees have been and will continue working their regular hours. All offices are open during regular business hours and may be reached by telephone. Certain business can also be conducted on-line at the Town's website at www.auburnguide.com.

During this phase of the partial re-opening of Town Hall, residents, businesses and visitors can continue to conduct municipal business through the Drive-Through Kiosk during the following hours:

Drive-Through Kiosk

Monday 8:00 AM - 4:00 PM

Tuesday 8:00AM - 4:00 PM

Wednesday 8:00 AM - 4:00 PM

Thursday 8:00 AM - 4:00 PM

Friday 8:00 AM - 1:00 PM

To ensure proper staffing indoors and outdoors, **the Treasurer/Collector's Outside Window will only be open during the hours when Town Hall is not open to the public** (i.e. opposite Town Hall Public Hours) as it is an alternative for servicing when the inside service window is not open to the public. Thus, the hours for the Treasurer/Collector's Outside Window are as follows:

Treasurer/Collector's Office

Monday 8:00 AM - 2:00 PM

Tuesday 12:00 PM - 4:00 PM

Wednesday 12:00 PM - 4:00 PM

Thursday 12:00 PM - 4:00 PM

Friday CLOSED

Persons doing business at either the Drive-Through Kiosk or the Treasurer/Collector's Office Outside Service Window are also required to wear masks and practice social distancing.

Thank you for your patience and understanding as we work to provide quality services to the Auburn community while remaining in compliance with all applicable Covid regulations and guidance.