



## MILFORD BOARD OF SELECTMEN

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William D. Buckley, Chairman  
William E. Kingkade, Jr.  
Michael K. Walsh

Richard A. Villani  
Town Administrator

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March 26, 2020

TO: Town of Milford Residents  
From: Richard Villani, Town Administrator  
Date: March 26, 2020  
RE: Town building staffing

Effective at noon on March 24th, the Town of Milford moved to an “essential employee only” staffing model to be sure we are doing our part to contain the spread of the coronavirus.

We identified the essential personnel for each Town department and asked all non-essential personnel to stay home, but to be available to respond quickly to calls and e-mails, and be available to come into the buildings to complete essential tasks as required.

Essential staff who are able to complete some work from home may do so, but will also ensure that all “in-office” responsibilities are addressed in a timely manner. Employees are able to access both e-mail and voice mail from home and are committed to responding quickly to all public requests. As all Town buildings remain closed to the public at this time, you may contact employees by voice mail or e-mail. All contact information can be found on the Town of Milford website at <https://www.milfordma.gov/>

Employees in our town Highway, Parks, and Sewer Departments will also be limiting employee staff, but will provide on-site coverage throughout the work day and will continue to deliver critical services to the residents.

We anticipate this staffing model will continue until at least April 7th, but additional information will be posted on the website as circumstances change.

Again, thank you for your patience and support during these challenging times and for your continued help in doing your part to help reduce the spread of the virus.