



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Guidelines for Making Appointments for Town Services

Town Hall and the Simsbury Public Library are currently open to walk-in visitors for limited hours and services. Town Hall is open Monday, Wednesday and Friday from 8:30am-12:00pm; the Library is open Tuesday from 10:00am-8:00pm, Thursday from 10:00am-4:00pm, and Saturday from 9:30am-1:30pm. Click [here](#) for additional details.

To protect the health and safety of our residents, patrons, and staff, access to Town buildings will remain by appointment only during all other times until further notice. Although all buildings are closed to walk-in visitors, Town employees continue to report to duty at all locations, and are available to schedule in-person appointments for services that cannot be completed by phone, mail, email, or virtually.

Upon request, reasonable accommodations will be made as required by law for disabled persons on a case by case basis. For additional information on services changes and accessing services remotely, click [here](#).

If you need to schedule an appointment with Town staff, please call (860-658-3200) or email the relevant department. Staff will screen potential patrons over the phone and when they arrive for their appointment with the following questions:

- ✓ Do you have a cough, fever, or any other symptoms of being ill?
- ✓ Have you been around anyone exhibiting these symptoms within the past 14 days?
- ✓ Are you living with anyone who is sick or quarantined?

NOTE: If a person answers yes to any of these questions, the patron will not be scheduled for an in-person appointment.

Individuals that have been diagnosed with COVID-19, are awaiting the results of a COVID-19 test, or are currently ill should refrain from visiting Town buildings in person.

To the extent possible, in-person appointments will be conducted outside, weather permitting. When authorized for an appointment, only one patron will be permitted per department at any time. Exceptions may be made for customers with disabilities. All staff and visitors to Town buildings will be required to wear face coverings. If there are forms, applications, or other paperwork that is required for the appointment, patrons will be required to complete as much as possible before the appointment. No dogs will be allowed in the buildings, with the exception of service and therapy dogs.

Town departments will not be accepting cash transactions until further notice. Payments can be made by check, debit card, or credit card. Checks may be mailed to the Town at 933 Hopmeadow Street, Simsbury, CT 06070 or left at our secure drop box at Town Hall (same address).

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday