Town of Wellfleet Collector

Pandemic (COVID-19) Continuity of Operations (COOP) Plan
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I. INTRODUCTION
The tax collector is an appointed public official to whom taxes, excises, betterments, special assessments and certain other charges added to and committed as taxes (i.e.: delinquent water) are committed for collection.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:
Ensure that the Collector’s Office is prepared to respond to emergencies, to recover from them, and to mitigate against their impacts.

Ensure that the Collector’s Office is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

Facilitate the return to normal operating conditions of the department as soon as practical, based on circumstances and threat environment.

Ensure that the Collector’s Office can continue to provide service with minimal disruption.

III. SUPERSESSION
If a town collector’s office becomes vacant, or if the collector, due to disability or absence, is unable to perform the duties or the office, a majority of the selectmen may, in writing, appoint a temporary collector to perform those duties until another is duly elected or appointed or the collector who was disabled or absent resumes those duties. A temporary collector must obtain a performance bond within ten days of appointment. (MGL 41:40)

III. ORDERS OF SUCCESSION

<table>
<thead>
<tr>
<th>Successors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily payment receipts, recording and turn over to Treasurer: Assistant Collector.</td>
</tr>
<tr>
<td>All other duties as performed by Collector: Temporary Collector as appointed by the selectboard.</td>
</tr>
</tbody>
</table>
IV. ESSENTIAL FUNCTIONS

<table>
<thead>
<tr>
<th>Priority</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After receiving the signed tax commitment form from the Assessors, the Collector is responsible for printing and sending a tax bill to each person assessed whether the person is a resident or non-resident of the town.</td>
</tr>
<tr>
<td>2</td>
<td>Correct record keeping of payments made, either by mail, online or drop off box, or counter. Issuing refunds where applicable, after an abatement by the Assessor.</td>
</tr>
<tr>
<td>3</td>
<td>At least once per week turn over all taxes and interest to the Treasurer.</td>
</tr>
<tr>
<td>4</td>
<td>Protect the town from automatic lien loss by performing tax takings within a specified period</td>
</tr>
</tbody>
</table>

Delegations of Authority
The Town Administrator or acting successor may choose to delegate any role or authority within this plan to a successor or other employee with the approval of the Select Board.

V. POTENTIAL HAZPANDEMIC/PUBLIC HEALTH EMERGENCY COVID-19 ARD

Pandemic/Public Health Emergency COVID-19
The door remains locked, closed to the public. All work spaces are washed with disinfectant multiple times per day. Hands are washed especially after handling cash. Social distancing is modeled.