

# TOWN OF FARMINGTON



## PANDEMIC INFLUENZA PLAN

Adopted: August 22, 2006

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# Town of Farmington PANDEMIC INFLUENZA PLAN

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**TOWN OF FARMINGTON  
Pandemic Influenza Plan**

**I. ACKNOWLEDGEMENT**

The following individuals comprised the Town of Farmington Pandemic Influenza Planning Committee and were instrumental in producing this document:

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**II. DISCLAIMER**

This Plan was developed based on currently available information from the Maine State Center for Disease Control (CDC), the United States CDC, the United States Department of Health and Human Services (DHHS), and the United Nations World Health Organization (WHO). Ongoing situational developments and research may, and probably will, change these recommendations frequently.

This Plan is intended to be used as a fluid and flexible guideline for dealing with the problems associated with a pandemic influenza outbreak in our community, and not as strict policy and procedure. Please keep this in mind when applying these recommendations.

Thank you,

Town of Farmington Pandemic Influenza Planning Team

### III. TITLE AND AUTHORITY

This Plan shall be known as the Town of Farmington Pandemic Influenza Plan, hereinafter referred to as “this Plan”. This Plan is enacted pursuant to 30-A M.R.S.A. §3001.

The Town of Farmington Pandemic Influenza Plan, as presented, is a single hazard plan. As such, the synergistic or antagonistic effect of combined hazards is not covered directly in this Plan. It is recommended that an “all hazards” appendix be generated as soon as possible.

The combined hazards scenarios are far more complex than just a pandemic or influenza scenario. In general, depending on the nature of the additional hazard(s), current planning assumptions as to availability of support services and goods (fuel, food, pharmaceuticals, transportation, communications, mutual aid, etc.) may be inaccurate. The Plan may need to be revised on very short notice.

The Town of Farmington Pandemic Influenza Plan makes reference throughout to all hazards appendices which will be drafted by each department head and which will be added to the Plan at a later date.

### IV. PURPOSE

The primary purpose of the Town of Farmington Pandemic Influenza Plan is to develop management guidelines and procedures for pandemic influenza emergencies to enable local officials, working in conjunction with federal, state, county, and local authorities, to maintain the continuity of essential services and support to the citizens of the Town of Farmington.

### V. BACKGROUND – Pandemic Influenza (State of Maine Pandemic Influenza Plan Draft - 07/22/05)

A pandemic is defined as a novel influenza virus affecting humans that demonstrates sustained transmission from person to person. Pandemic influenza is a unique public health emergency or community disaster.

Pandemic influenza is considered to be a relatively high probability event, even inevitable by many experts, yet no one knows when the next pandemic will occur; there may be very little warning. Most experts believe that we will have one to six months between the identification of a novel influenza virus and the time that widespread outbreaks begin to occur in the United States. Outbreaks are expected to occur simultaneously throughout much of the United States, preventing relocation of human and material resources. The effect of influenza on individual communities will be relatively prolonged – six to eight weeks – when compared to the minutes-to-hours observed in most other natural disasters. Due to the prolonged nature of a pandemic influenza event, the World Health Organization (WHO) has assigned and defined phases of a pandemic in order to facilitate coordinated plans.

The impact of the next pandemic could have a devastating effect on the health and well being of the American public. The Centers for Disease Control and Prevention (CDC)

estimates that, in the United States alone, up to 200 million people will be infected, 50 million people will require outpatient care, 2 million people will be hospitalized, and between 100,000 and 500,000 persons will die. Effective preventive and therapeutic measures – including vaccines and antiviral agents – will likely be in short supply, as may some antibiotics to treat secondary infections. Healthcare workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims. Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel who provide other essential community services.

## **VI. LEVELS**

For the purposes of consistency and coordination of the national, state and local response, identification and declaration of pandemic phases will be done at the national level using levels determined by the World Health Organization (WHO). The Town of Farmington has identified response levels aligned with those established by WHO.

The Town of Farmington Pandemic Influenza Plan will activate at set stages, based on certain trigger points from guidelines provided by the State of Maine Pandemic Influenza Plan (Draft 07/22/05).

### Pre-pandemic / Inter-pandemic period (WHO Phase 1,2)

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals, or circulating animal influenza poses a risk of human disease.

### Maine State LEVEL I (WHO Phase 3)

Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

### Maine State LEVEL II (WHO Phase 4)

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

### Maine State LEVEL III (WHO Phase 5)

Larger cluster(s) but human-to-human spread still localized, suggesting the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible.

### Maine State LEVEL IV (WHO Phase 6)

Pandemic Phase: Increased and sustained transmission in the general population.

### Maine State LEVEL V Post-Pandemic

Indices of influenza activity have returned to pre-pandemic levels.

## VII. PANDEMIC RESPONSE PRIORITIES

In the face of a pandemic influenza outbreak, the Town of Farmington, in consultation and coordination with the Maine Centers for Disease Control and Prevention (CDC), Franklin County Emergency Management Agency (EMA), and the Franklin Community Health Network will activate the necessary contingency plans and set priorities for:

- A. Continuing local government and maintaining administrative support.
- B. Maintaining public safety services (Fire Rescue, Ambulance, Police).
- C. Maintaining the integrity of essential public works, and municipal services such as wastewater management, etc.
- D. Working with Franklin County EMA and Franklin Community Health Network in providing information and advice to the public via regular announcements and prepared information guidelines.
- E. Closing public buildings when deemed to be in the best interests of public safety in minimizing the spread of infection.
- F. Establishing alternative care facilities, triage centers, morgue facilities, and immunizations as requested by Franklin Community Health Network and/or Franklin County EMA to facilitate provision of health services to the public.
- G. Activating members of the Town of Farmington Emergency Planning Committee charged with the task of activating their mutual aid pacts to assist one another in maintaining a level of service to the community, particularly those services involving distribution, storage and/or access to pharmaceuticals, retail food purchases, gasoline and other commerce deemed necessary.
- H. Coordinating and directing of non-governmental organizations' support to the municipal response.
- I. Coordinating travel restrictions as mandated by the State of Maine Emergency Management Agency (MEMA) or required locally by the Franklin County EMA, Franklin County Sheriff's Office, or the Farmington Police Department.

## VIII. MUNICIPAL RESPONSE TO PANDEMIC INFLUENZA

See Appendix (B) for an Influenza Pandemic Disaster Declaration Chain of Command per Franklin County Emergency Management Agency Director.

The Governor will inform the Maine Emergency Management Agency (MEMA) of an influenza pandemic disaster declaration. MEMA will advise the Franklin County EMA of the impending situation(s) and the onset of an influenza pandemic. The Franklin County EMA will notify the local municipal officials and the Town Manager. The local EMA Director shall ensure that the following steps are carried out:

### STEP 1

- A. The Board of Selectmen, Town Manager, and Franklin County EMA Director will be informed immediately.
- B. All required Emergency Management Agency Forces personnel identified in the *Town of Farmington Emergency Management Ordinance* will be advised to report to the Emergency Operations Center (EOC) for a briefing.
- C. Administrative staff expected to be handling telephone inquiries will be provided fact sheets containing information to respond to inquiries from the public. See *Franklin Community Health Network, Pandemic Influenza Plan Appendix B: Communication issues during a pandemic (Adapted from Centers for Disease Control and Prevention)*.
- D. Emergency services and municipal department heads will be requested to review their list of back-up support and additional personnel that may be needed and be prepared to provide an update of their status within forty-eight hours.

### STEP 2

- A. Coordinate and confirm contact information. See Appendix (C) for “General Contact List” and the availability of pre-designated facilities and arrangements for alternative care facilities, triage areas, secure storage areas, and morgue facilities as stated in the *Franklin Community Health Network Pandemic Influenza Plan* and arrange for those facilities to be reviewed by the Franklin Community Health Network.
- B. Security arrangements for potential storage locations for supplies required by the Franklin Community Health Network will be reviewed with the Franklin County EMA Director, the Farmington Police Chief or his/her designee and the Franklin County Sheriff or his/her designee.
- C. Coordinate with Franklin Community Health Network in conjunction with the Department of Health and Human Services “*Behavioral Health Disaster Plan*” to reflect the role of Evergreen Behavioral Services as a Department of Health and Human Services (DHHS) contracted agency to provide crises services in Franklin County as stated in the *Franklin Community Health Network Pandemic Influenza Plan (Psychosocial Plan)*.

## **IX. COMMUNITY SUPPORT**

This Plan contains strategies (including surge capacity) for maintaining the following essential services:

### **A. ADMINISTRATION**

The Town of Farmington Administration Department will take whatever steps are reasonably possible, in coordination and conjunction with federal, state, county and local authorities to provide essential services to the community.

#### **Emergency Powers of the Town Manager**

The Town Manager has emergency authority granted to him or her pursuant to the *Town of Farmington Emergency Management Ordinance*, Chapter 2, Article 8 of the Town's Code of Ordinances, enacted March 13, 2006 and any subsequent amendments thereto.

#### **PRE-PANDEMIC**

1. Promote training on pandemic influenza for employees.
2. Encourage employees to have adequate food, water, and medication at home for their families.
3. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
4. Use relevant public health materials to promote employee education campaigns with posters in Town facilities and use of newsletters and e-mails.
5. Participate in training of all employees to address procedures, communications and working during a pandemic event.
6. Distribute memoranda from the Town Manager regarding procedures, succession and authorities during a pandemic flu event.
7. Encourage employees to use mail-in prescriptions for regular prescription purchases.
8. Maintain within Town facilities posters from the Maine Department of Health and Human Services regarding proper hygiene procedures.

#### **LEVEL I through IV**

1. Coordination of General Administration Operations and Services.
  - a) Payroll

- b) Personnel
- c) Accounts Payable
- d) Budgeting
- e) Purchasing
- f) Data integrity (computer security and backup)
- g) Network, Server, and Desktop operations

2. Identify essential staff.

- a) Identify positions needed to carry out mission essential functions. Identify key employees and multiple backups.

- i. Town Manager

- (a) Executive Secretary

- ii. Network Manager

- (a) Network Administrator

- iii. Payroll Coordinator

- (a) Treasurer/Finance Director

- (b) Accounts Payable

- iv. Legal Counsel

- (a) Local Counsel

- (b) Maine Municipal Association Legal Services

3. Identify staff from non-mission essential areas that can be cross-trained to backfill critical functions.

- a) Town Clerk
- b) Accounts Payable/Counter Clerk
- c) Sewer Clerk/Counter Clerk
- d) Counter Clerk
- e) Executive Secretary

4. Identify an additional workforce - for example, retired employees, to complete mission essential functions.
  - a) Former employees
  - b) Temporary employees
  - c) Volunteers
5. Identify functions that can be suspended while staff is reassigned to more critical roles.
  - a) Defer non-essential services
  - b) Curtail Committee activities
  - c) Government Relations
  - d) Some Community Relations Activities
  - e) Non-critical or special meetings and events including Board of Selectmen Meetings
  - f) General reception of the Public
  - g) Mail distribution
  - h) Contract management (for a limited time)
  - i) Financial reporting
  - j) Policies and Procedures
  - k) Secretarial support
  - l) Inventory
  - m) Budgeting
  - n) Non-critical computer operation/maintenance
  - o) Non-critical purchasing of equipment and supplies
  - p) Maintenance and assistance with non-essential computer equipment
  - q) Non-critical computer support
6. Identify alternate facilities or service delivery.

- a) Identify ways in which you can achieve social distancing (to prevent spread of disease) in the delivery of essential services.
  - i. Encourage phone contact rather than in-person visitors.
  - ii. Encourage phone conferencing (expand this capability?).
  - iii. Allow telecommuting.
  - iv. Allow video conferencing.
  - v. Place box outside the Town Office to facilitate payments, permit applications, and other communications without contact.
  - vi. Remote computer access.
- 7. Review legal authorities and recommend updating or initiating Ordinances or policies if needed to complete mission essential tasks.
  - a) Changes in the Board of Selectmen's organizational rules to allow for emergency flexibility and provide additional operational options.
  - b) Provide emergency clause to allow a flexible work place policy.
  - c) Review temporary assignment policy.
- 8. Provide vital communications.
  - a) Urgent News Bulletins
  - b) Public Notices
- 9. Provide data support systems.
  - a) Develop mechanisms to track and report Town's ability to deliver critical services.
- 10. Provide alternate facilities or service delivery.
  - a) Can you achieve social distancing (to prevent spread of disease)? Consider ideas such as telecommuting, alternate work hours, alternate work locations, and conference calls instead of meetings.
    - i. Employees not required to have face-to-face contact can telecommute.
    - ii. Video conferencing and whiteboard software should be explored to facilitate remote participation in meetings.

- b) What tools or services will you need from other government organizations to achieve social distancing?
  - i. Dial-in access to e-mail and Internet from employee's homes or other off-sight worksites
  - ii. Dial-in access to network server (security?)
  - iii. On-line payroll and accounts payable
  - iv. Back-up computer management/maintenance
  - v. Ability to update web site from home
  
- c) Identify the Board of Selectmen's technology needs related to teleconferencing and conference calling.
  - i. Lap-top computers
  - ii. Remote access to network server and e-mail
  - iii. IT infrastructure would not be impacted by large-scale remote access
  - iv. Board of Selectmen would have to supply their own equipment for teleconferencing. Most employees have computers and Internet connections. Some laptop computers are currently available.
  - v. Fax capabilities
  
- d) Identify changes in facility needs associated with alternate work locations.
 

Response: None
  
- e) Determine whether critical functions could be performed through flex shifting.
 

Response: Yes – but may not be necessary
  
- f) Employ use of employee direct deposit for payroll.
 

Response: Encourage employees to use direct deposit.

**Technology Questionnaire:**

1. Describe any plans to expand staff's ability to work remotely. How many are currently working remotely? How many more are likely to work remotely if a pandemic materializes?

Answer: All staff could have the ability to work remotely using personally owned

and supplied equipment, though most may not be set up to do so.

2. What services will they need access to? (e-mail only, network server, access to their office desktop computer, access to applications and/or data files, same capabilities remotely as in the office).

Answer: Windows Remote Desktop gives users access to all services available on their office desktop computer.

3. How many staff will need high-speed access (more than just simple dial up) and are you making plans to secure their service from commercial providers?

Answer: None. Though Windows Remote Desktop is slower on a dial connection, it is completely sufficient for short term and occasional use for almost all staff.

4. Are you considering changing any support arrangements with ITS for application servers currently supported by your agency staff? (e.g. having ITS host your servers)

Answer: No.

#### LEVEL V - POST PANDEMIC/RECOVERY

1. Provide information regarding any unresolved health issues to the appropriate authorities.
2. Assess possible damage.
3. Transition Administration to normal operations.
4. Review response and revise Plan as necessary.

#### **B. POLICE**

The Town of Farmington Police Department will, in coordination and conjunction with federal, state, county, and local authorities, take the necessary steps and activate the necessary contingency plans to protect and serve the community.

NOTE: It is estimated that during a pandemic influenza outbreak the Police Department would have a 50% reduction in manpower. There are currently 13 police officers and 1 reserve officer serving the Town of Farmington. During a pandemic influenza outbreak it is estimated that 7 officers will be available for duty.

#### PRE-PANDEMIC

1. Encourage employees to have adequate food, water, and medication at home for their families.

2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. Make available to employees any available training on quarantine and Martial Law.
4. Stock surgical facemasks and any other recommended personal protective equipment.
5. Assist authorities in distributing resource guides and/or information regarding available social services and supplies.
6. Communicate with State of Maine Medical Examiner's Office regarding protocol for unattended deaths.

#### LEVEL I through IV

1. Secure alternate sleeping quarters, food, and water for employees that might have to remain at the police/fire department for periods of time.
2. Fill vehicles at public gas stations while supplies last, saving the Town's fuel supply.
3. Prioritize flu vaccine for police officers and their immediate families.
4. Establish contingency operation plan regarding staffing schedules based on available officers and officers' personal needs.
5. Establish policies regarding sick leave (mandatory upon suspected or confirmed infection).
6. Establish policies for calls to affected sites and/or areas.
7. Limit public access to the Police Department/Municipal Building to emergencies only.
8. Develop contingency communication tools and plans with federal, state, county and local police for security at vaccine related facilities, such as Franklin Memorial Hospital. This will be with the understanding that the Police Department may also be understaffed due to the estimated 50% reduction in manpower.

#### LEVEL V - POST PANDEMIC/RECOVERY

1. Provide information regarding any unresolved Police Department employees health issues to the Town of Farmington Emergency Management Director.
2. Assess possible damage.

3. Transition Administration to normal operations.
4. Review response and revise Plan as necessary.

### **C. FIRE RESCUE**

During a pandemic influenza outbreak, the Farmington Fire Rescue Department will activate the necessary contingency plans in conjunction and coordination with the federal, state, county and local authorities. The priorities of the Fire Rescue are as follows: the life safety of the Farmington Fire Rescue members, the life safety of the community of Farmington, and lastly the safety of property(ies) within the town of Farmington.

NOTE: It is estimated that during a pandemic influenza outbreak the Fire Rescue Department would have a 50% reduction in manpower. Currently (2006) the Fire Rescue Department consists of 32 fire rescue members between the ages of 18 to 90 years old. A pandemic could result in only 16 members available for fire rescue calls. From those 16 members, all licensed Emergency Medical Service members would be assigned to assist NorthStar ambulance service as needed.

#### **PRE-PANDEMIC**

1. Encourage employees to have adequate food, water, and medication at home for their families.
2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. Encourage staff to receive an annual influenza vaccination.
4. Develop contingency communication tools and plans with federal, state, county, and local entities.
5. Train community volunteers to assist the Fire Rescue Department where needed.

#### **LEVEL I through IV**

1. Staff one engine with a crew of six to handle all non-medical calls. The engine company would respond to FIRES ONLY as follows:
  - a) Address life safety.
  - b) Extinguish the fire(s), if possible.
2. Assign other available members to assist the Farmington Police Department with traffic control, crowd control, etc. as needed.

3. Volunteer mutual aid will be requested from surrounding area communities when an incident is confined to the Farmington area.
4. Local volunteer citizens may be recruited and trained as needed.

#### LEVEL V - POST PANDEMIC/RECOVERY

1. Provide information regarding any unresolved Fire Rescue Department health issues to the Town of Farmington Emergency Management Director.
2. Transition the Fire Rescue Department back to normal operations.
3. Review and revise Plan as necessary.

#### **D. CODE ENFORCEMENT**

The Code Enforcement Officer/Health Officer will provide advice and counsel to the Town of Farmington and take whatever steps are reasonably possible in coordination and conjunction with other authorities to protect the public by suppressing a pandemic disease outbreak.

#### PRE-PANDEMIC

1. Develop contingency communication tools and plans with federal, state, county and local emergency services through local entities (Franklin County Emergency Management Agency (EMA), Town of Farmington Emergency Management Director, Farmington Fire Rescue, Farmington Police Department, Franklin County Sheriff's Office, Franklin Memorial Hospital, etc.)
2. Encourage Town employees to have adequate food, water, and medication at home for their families.
3. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
4. Inform public that the best general policy, if a pandemic strikes, is for people to minimize exposure to each other, and for those ill with influenza to stay at home.
5. Coordinate through Town of Farmington Emergency Management Director to use the Town's website to post basic pandemic information: symptoms, transmission modes, personal/family protection, workplace/home hygiene, etc.
6. Research potential alternative care sites such as the Community Center, MSAD#9, and the University of Maine at Farmington (if evacuated), etc. for

those who cannot stay at home. (Coordinate through Franklin County EMA and the Town of Farmington Emergency Management Director).

7. Research potential distribution and warehousing sites (Public Works garage, etc.).
8. For Code Enforcement Office
  - a) Establish flexible worksite policies (telecommuting, staggered hours, etc.)
  - b) Establish trigger for office shutdown.
  - c) Establish contingency operation plan to be used during office shutdown.
  - d) Establish policies for visits to affected sites and/or areas.
  - e) Establish policies for sick-leave (mandatory upon suspected or confirmed infection).

#### LEVEL I - IDENTIFICATION OF NEW FLU STRAIN

1. Monitor reports from World Health Organization (WHO), Maine CDC, State Health Officer, and other public health agencies and officials for alerts.
2. Pinpoint best sources for timely and accurate pandemic information, and best resources for pandemic countermeasures (vaccines and antivirals).
3. Ready plans for alternative care sites.

#### LEVEL II and III - PANDEMIC (HUMAN-TO-HUMAN TRANSMISSION CONFIRMED IN OTHER REGION(S))

1. Confer with Franklin County EMA and Town of Farmington Emergency Management Director and review pandemic contingency plans.
2. Confer with local emergency service providers to coordinate information dissemination to general public including information on at-home care. (Include updating the Town of Farmington website).
3. Coordinate with the Franklin County EMA and the Franklin Community Health Network to utilize the best sources for timely and accurate pandemic information, and best resources for pandemic countermeasures (vaccines and antivirals).
4. Contingency preparation of alternative care sites.
5. Insure infection control supplies are available to all Town employees and at all Town facilities.

6. Prepare enhanced communication and IT infrastructure in support of Code Enforcement Office telecommuting and remote customer access.

#### LEVEL IV - PANDEMIC CONFIRMED IN FARMINGTON

1. Confer and coordinate with Maine CDC, Franklin County EMA Director, and the Town of Farmington Emergency Management Director, etc.
2. Monitor and insure that best possible pandemic information is collected and disseminated to public.
3. Monitor and insure the continued availability of infection control supplies to Town employees and at Town facilities.
4. Implement enhanced communication and IT infrastructure in support of Code Enforcement Office telecommuting and remote customer access.
5. Monitor media for accuracy of pandemic information and update/correct as necessary.

#### LEVEL V - POST PANDEMIC/RECOVERY

1. Confirm that all health and safety issues have been resolved.
2. Tabulate pandemic statistics and provide to Maine CDC, Franklin County EMA, and Town of Farmington Emergency Management Director.
3. Transition the Code Enforcement Office back to normal operations.
4. Review response and revise plans as necessary.

### **E. PUBLIC WORKS**

In the face of a pandemic influenza outbreak, the Town of Farmington Public Works Department, in coordination and conjunction with federal, state, county, and local authorities, will take the steps to set priorities and activate the necessary contingency plans for the safety of the public traveling within and through Farmington.

NOTE: It takes approximately three hours to plow the one hundred and twenty miles of roads in Farmington. If the Department had to use less experienced operators during an officially declared pandemic, the time would double depending on the type of storm and the experience level of the operators.

#### PRE-PANDEMIC

1. Encourage Public Works employees to have adequate food, water, and medication at home for their families.

2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. If necessary, the current foremen of the Public Works Department would be designated the alternate Public Works Director, taking direction from the Town of Farmington Emergency Management Director.

#### LEVEL I through IV

1. It will be the responsibility of the Department Head or his/her designee to inform the Farmington Emergency Management Director of any health issues in the Public Works Department.
2. The Public Works Director or his/her designee may solicit persons to assist in plowing/sanding during the official declared pandemic. During an officially declared influenza pandemic operators will not be “required” to hold a Class B license, however he/she must have necessary experience.
3. The Public Works Director or his/her designee will use all available back-up equipment should the Town designated mechanic become ill and/or quarantined during the declared pandemic. If necessary, the Public Works Director or his/her designee will solicit outside mechanics’ services during the pandemic.
4. Standard Operation Procedures (SOP) - Winter
  - a) Town roads will be plowed and sanded by available, experienced operators, whenever possible, on a priority basis starting with Routes 2/4 and Route 27 within the town’s boundaries.
  - b) Secondary roads will be kept open to the best of the ability of the part-time and backup operators. If emergency issues arise on any of the above roads, the Public Works Director or his/her designee will use radio communications to direct a Public Works operator and/or emergency personnel to the location to evaluate and/or address the situation.
  - c) Experienced operators will check and clear all secondary roads on an as needed basis when the storm is over.
  - d) During an officially declared pandemic the pick-up of snow in the downtown area will not take place.
5. Standard Operation Procedures (SOP) – Summer
  - a) Summer maintenance such as patching potholes, grading roads, etc. will be performed by available, experienced personnel, whenever possible.

- b) Road maintenance situations that may create a liability for the Town will be dealt with immediately, others will be dealt with on an as-needed basis.
- c) The Public Works Department will immediately make emergency road repairs to areas receiving major damage from weather events such as hurricanes, windstorms, heavy rains, etc. Final repair will be completed as the Public Works crew returns to full capacity. If the Public Works crew is not able to perform the necessary repairs due to the affects of a pandemic influenza outbreak, areas receiving major damage will be contracted out to local available contractors listed on the General Contact List - Appendix (C).
- d) Capital road projects will commence after the Public Works Department has transitioned to normal operations.

6. Town of Farmington Bulky Waste/Recycling Facility

- e) The Facility will remain open unless instructed to close by the Town of Farmington Emergency Management Director.

7. Distribution Center and Storage

- a) The east end of the Farmington Public Works garage (122 Public Works Drive) has the capacity for warehousing and distribution of essential emergency materials.
- b) During a pandemic, to minimize exposure to the Public Works employees, the middle partition of the Public Works garage shall be closed at all times while the garage is being used for warehousing and/or the distribution of essential materials.

LEVEL V - POST PANDEMIC/RECOVERY

- 1. Provide information regarding any unresolved Public Works Department employees health issues to Town of Farmington Emergency Management Director.
- 2. Transition the Public Works Department to normal operations.
- 3. Review response and revise Plan as necessary.

**F. WASTEWATER COLLECTION AND TREATMENT**

The Town of Farmington Wastewater Collection and Treatment Plant will, in coordination and conjunction with federal, state, county, and local authorities, take the necessary steps and activate the necessary contingency plans to protect the public and maintain continuity of the Wastewater Treatment Plant.

## PRE-PANDEMIC

1. Encourage employees to have adequate food, water, and medication at home for their families.
2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. Develop an emergency telephone contact list.
4. Develop a list of Basic Operations and be knowledgeable regarding what relevant equipment shall be maintained for wastewater to be processed.
5. Cross-train employees to perform all basic operations of the treatment plant.
6. Educate employees regarding different scenarios. (Possibility of only one employee available, etc.)
7. Inventory personal protective equipment (i.e. gear, shields, gloves, etc.). Keep surplus on hand in case of pandemic and potential supply problems.
8. Maximize fuel for generator.

## LEVEL I through IV

1. Report any Wastewater Treatment Plant employee health issues to the Farmington Emergency Management Director.
2. Maintain electricity. If no electricity or if town has “brownouts”, pumps will not operate. Call Eagle Rental for pump rental if no electricity or borrow from another facility.
3. Treatment Plant generator will be used for screw pump operation.
4. Maintain pump stations.  
  
NOTE: If pump stations are not maintained, collection of wastewater will be jeopardized.
5. Establish mutual aid with other towns and with Interstate Septic Service/AAA for possible mobilization of tank trucks.
6. Should wastewater not be able to run through the treatment plant, a manhole cover could be removed to permit wastewater to enter river via bypass. The State of Maine Department of Environmental Protection must be notified of such action.

7. Maintain communication with the Maine CDC, Franklin County EMA, Franklin Community Health Network, and local authorities.

#### LEVEL V - POST PANDEMIC/RECOVERY

1. Provide information regarding any unresolved Wastewater Treatment Plant employees health issues to the Farmington Emergency Management Director.
2. Assess possible damage.
3. Transition the Wastewater Treatment Plant to normal operations.
4. Review response and revise Plan as necessary.

#### **G. PARKS AND RECREATION**

The Town of Farmington Parks and Recreation Department will, in coordination and conjunction with federal, state, county, and local authorities, take the necessary steps to protect the public by ceasing program activity and converting our indoor recreation facility, the Farmington Community Center, into the Command Control for the continuation of other essential Town services in the event of a pandemic.

#### PRE-PANDEMIC

1. Encourage employees to have adequate food, water, and medication at home for their families.
2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. Keep all contact information up to date with emergency numbers for program participants.
4. Cross-train employees to perform all basic operations of the Community Center.
5. Educate employees regarding possible scenarios that may occur in the event of a pandemic outbreak.
6. Continue maintenance of the Community Center generator.

#### LEVEL I through IV

1. When instructed by authorities, include in all Parks and Recreation program information that the potential does exist for suspension of seasonal activities to avoid transmission of the virus between participants and/or spectators.

2. Report any Parks and Recreation employee health issues to the Town of Farmington Emergency Director.
3. At the earliest signs of a pandemic and/or as directed by the Town of Farmington Emergency Management Director suspend all programs to minimize the possibility of transmission of the virus.
4. Determine the staffing pattern of the Community Center with respect to current year-round employees.
5. Continue Community Center maintenance to enable the facility to be utilized by federal, state, county, and/or local authorities as needed.
6. Begin transition of the Community Center into Central Command, as directed by the Town of Farmington Emergency Management Director.

#### LEVEL V – POST PANDEMIC/RECOVERY

1. Provide information regarding expenses and unresolved health issues to the Town of Farmington Emergency Management Director.
2. Transition the Community Center back to normal operations.
3. Resume Parks and Recreation programs.
4. Review and revise Plan as necessary.

#### **H. ASSESSING**

The Town of Farmington Assessing Department will take whatever steps are reasonably possible, in coordination and conjunction with authorities, to assure that access to property ownership information is available to those that might need it during a pandemic influenza outbreak.

#### PRE-PANDEMIC

1. Encourage employees to have adequate food, water, and medication at home for their families.
2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. Install TRIO software program on the computers of those that may use the information.
4. Create a secure connection to assessing data from outside the Assessor's Office in the event that staff has to stay home. This will allow staff to provide information to authorities.

5. Keep all operating and security software updated.
6. Make sure we have a computer tech and a back-up tech to assist with computer problems during a pandemic influenza outbreak.

#### LEVEL I through IV

1. Provide assistance and service to the best of our abilities based on the instructions we receive from the Town of Farmington Emergency Management Director.
2. Provide assistance to other Town departments and agencies to the extent that we can.

#### LEVEL V - POST-PANDEMIC/RECOVERY

1. Assume normal operations if possible, first by checking for possible data corruption then, by prioritizing tasks to catch-up on assumed backlog of work.
2. Have server and network computers thoroughly inspected and tested for problems. This would include updating software as needed.
3. Provide information regarding any unresolved Assessing Department employee health issues to the Town of Farmington Emergency Management Director.
4. Transition the Assessing Department to normal operations.
5. Review response and revise Plan as necessary.

#### **I. WELFARE DIRECTOR**

In the event of a pandemic influenza outbreak, the Town of Farmington will take whatever steps are reasonably possible, in coordination and conjunction with federal, state, county and local authorities to provide General Assistance services to the community.

#### PRE-PANDEMIC

1. Encourage Town employees to have adequate food, water, and medication at home for their families.
2. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required.
3. Develop a list of telephone numbers for Department of Health and Human Services (DHHS), local fuel companies, grocery stores, retail/grocery stores, pharmacies/drugstores, and funeral homes.

4. Post emergency numbers on the front door of the Municipal Building for after-hour emergencies.
5. Welfare Director will determine who to train in General Assistance (GA) procedures regarding the receipt of an application and the evaluation of an application with regard to State guidelines and maximums, and the processing of vouchers.
6. Assemble packets of General Assistance applications and State guidelines for each clerk that is trained in the receipt of GA applications and voucher process.
7. Discuss possible scenarios of what applicants would be requesting (food, fuel, housing, medical, burials, etc.).
8. Locate available vaccine resources for employees that will be processing GA applications.
9. Make sure personal protective equipment such as gloves or masks are available to clerks when meeting with GA clients.

#### LEVEL I through IV

1. Process GA application requests for food, fuel, housing, and/or burials.
2. Assess need and eligibility of each applicant.
3. Maintain contact with DHHS, local fuel companies, grocery stores, retail/grocery stores, pharmacies/drugstores, and funeral homes and other agencies to determine available resources.
4. Maintain regular business hours if possible to process GA applications.
5. Maintain regular communication with emergency personnel regarding potential relocation of clients to shelters, hospitals, or other housing.

#### LEVEL V - POST PANDEMIC/RECOVERY

1. Report to DHHS for 50% reimbursement for funds spent during the pandemic influenza outbreak.
2. Report total dollars spent during pandemic influenza outbreak to the Farmington Emergency Management Director.
3. As residents transition to normal activities they may require assistance with housing, fuel, and/or medical expenses. Continue to process GA applications and report the total dollars that were the result of the pandemic influenza outbreak to the appropriate authorities.

4. Provide information regarding any unresolved General Assistance issues to the Farmington Emergency Management Director.
5. Transition General Assistance to normal operations.
6. Review response and revise Plan as necessary.

## **J. FINANCIAL DIRECTOR**

In the event of a pandemic influenza outbreak the Town of Farmington Financial Director, in coordination with the federal, state, county and local authorities, will take whatever steps necessary to set priorities and activate the necessary contingency plans to maintain appropriate levels of staffing for the continuity of the Town's operations while safeguarding the health of the employees.

The Treasurer and Town Clerk's department will follow the directives as stated in the *Town of Farmington Pandemic Influenza Plan*, Section IX. Community Support, A. Administration. Within the Department, the following steps will be taken:

### **Town Clerk**

See *Town of Farmington Pandemic Influenza Plan*, Section IX. Community Support, I. Welfare Director.

### **Treasurer**

#### **PRE-PANDEMIC**

1. Cross-train staff to process General Assistance applications.
2. Distribute a list of telephone numbers to staff regarding contact information for office use, and a list containing telephone numbers that will assist the public with requests for information regarding social service resources.
3. Purchase personal protective equipment such as gloves and masks. Research other possible precautions.
4. Encourage all employees to receive an annual influenza vaccination and discuss with their physician whether a pneumonia shot or booster is required. Provide information regarding the resources and/or availability of vaccinations during a pandemic outbreak.
5. Develop protocol for the absolute necessity to disburse funds during the pandemic influenza outbreak and cross-train staff for this possibility.

#### **LEVEL I through IV**

1. Monitor the progression of the pandemic influenza outbreak and take measures to reduce the risk of influenza transmission.

- a) Determine the necessity to utilize precautions such as gloves and masks.
- b) Determine when it is necessary to limit the public's access to direct contact with the staff.
- c) Determine the need to close the facilities to limit the risk of influenza transmission. See Section X. Management of "Social Distancing".
- d) Assist other departments as needed.

**LEVEL V - POST PANDEMIC/RECOVERY**

- 1. Provide information regarding any unresolved employee health issues to the Town of Farmington Emergency Management Director.
- 2. Review the financial situation and prioritize work.
- 3. Determine staffing requirements for General Assistance applications, etc.
- 4. Determine if various deadlines need to be extended to accommodate taxpayers.
- 5. Transition the office staff to normal operations.
- 6. Review response and revise Plan as necessary.

**K. MENTAL HEALTH SERVICES**

Refer to Town of Farmington Pandemic Influenza Plan, Municipal Response to Pandemic Influenza, Step 2.C.

**L. MORTUARY PLAN**

In coordination with Franklin County Emergency Management Agency Director, refer to Franklin Community Health Network Pandemic Influenza Plan, Mortuary Plan, Page 42.

**M. BANKS**

Reference alternative Plans in a combined all hazards situation. See Town of Farmington Pandemic Influenza Plan, Section III. Title and Authority.

**N. SCHOOLS**

Reference alternative Plans in a combined all hazards situation. See Town of Farmington Pandemic Influenza Plan, Section III. Title and Authority.

**O. FOOD SUPPLIES**

Reference alternative Plans in a combined all hazards situation. See Town of Farmington Pandemic Influenza Plan, Section III. Title and Authority.

**P. HEATING FUEL**

Reference alternative Plans in a combined all hazards situation. See Town of Farmington Pandemic Influenza Plan, Section III. Title and Authority.

**Q. TRASH COLLECTION**

Reference alternative Plans in a combined all hazards situation. See Town of Farmington Pandemic Influenza Plan, Section III. Title and Authority.

**R. SOCIAL SERVICES**

Reference alternative Plans in a combined all hazards situation. See Town of Farmington Pandemic Influenza Plan, Section III. Title and Authority.

**X. MANAGEMENT OF “SOCIAL DISTANCING”**

Community based control measures are designed to reduce the risk of influenza transmission by limiting the potential for social interactions (e.g., canceling public events, implementing community “snow days”, etc.) and by implementing broad measures for the public to prevent inadvertent exposures (e.g., fever monitoring in public places, use of masks). (State of Maine Pandemic Influenza Plan, Section IX, E. Community-based Containment Measures)

The decisions to institute community containment measures and the nature and scope of these measures, will be made based on information from the Maine Centers for Disease Control and Prevention (CDC), the Franklin County EMA, and the Franklin Community Health Network regarding the extent of the outbreak and the availability of resources.

**PRE-PANDEMIC**

1. Strengthen influenza pandemic preparedness in coordination and conjunction with the Maine CDC, the Franklin County EMA, and/or the Franklin Community Health Network.

**LEVEL II & III - BASIC ACTIVITIES**

1. Provide community information and education about an influenza pandemic, it's spread, and how to prevent transmission as provided by Maine CDC, Franklin County EMA, and/or Franklin Community Health Network.
2. Promote the practice of “respiratory hygiene” and hand hygiene as means for the general public to protect itself.

3. Maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response.

### LEVEL III & IV - ENHANCED ACTIVITIES

1. Meet with Mutual Aid municipalities/entities to ensure actions will be coordinated.
2. "Enhanced activities" may include, but are not limited to, the following:
  - a) Institute "snow days" or "shelter in place".
  - b) Suspend public gatherings.
  - c) Monitor fever in public places.
  - d) Close public buildings and spaces.
  - e) Cancel public events.
  - f) Close non-essential government functions (public library, etc.).
  - g) Request voluntary or mandate closing of businesses and institutions (e.g., schools).
3. There may be instances of an advanced epidemic for which other more extreme measure may be enacted, such as:
  - a) Restrict travel (motor and/or pedestrian).
  - b) Stop mass transit services.
  - c) Restrict geographic re-locations.

## **XI. COMMUNICATION**

Good communication is essential to establish a broad network for disseminating information in all pandemic phases.

Developing the appropriate information, and distributing the appropriate information will be a coordinated effort between federal, state, county, and local authorities through the use of local and regional media, brochures, posters, and the Town's website [www.farmington-maine.org](http://www.farmington-maine.org).

1. The Town of Farmington will take whatever steps are reasonably possible to communicate essential information and provide regular, timely information updates on the development of a pandemic influenza outbreak.

- a) Inform the public of the pandemic and possible response plans by all means possible.
- b) Refer to the Franklin County Emergency Management Agency flow chart for the communication process during a pandemic influenza outbreak.
- c) Establish a Contact List - See Appendix (C).
- d) Establish a Contact Documentation form - See Appendix (D).

## **XII. PLAN MAINTENANCE**

The Town of Farmington Pandemic Influenza Planning Committee shall review this Plan at least annually. A review of this Plan shall also be triggered by a pandemic disaster declaration by the Governor of the State, or by the local Emergency Management Agency, involving the Town of Farmington.

Recommendations for Plan amendments shall be forwarded to the Farmington Board of Selectmen for consideration and approval.

## **XIII. CONFLICTING ORDINANCES, PLANS, ORDERS, RULES AND REGULATIONS SUSPENDED**

At all times when an emergency proclamation is in effect, the orders, rules, and regulations made and promulgated pursuant to this Plan shall supersede all existing Ordinances, Plans, rules and regulations, insofar as the latter may be inconsistent herewith.

## **XIV. AMENDMENTS**

An amendment to this Plan may be made by the Board of Selectmen, provided a majority of the Board of Selectmen has so voted.

## **XV. VALIDITY AND SEVERABILITY**

Should any provisions of this Plan be declared invalid for any reason, such declaration shall not affect the validity of other provisions or of this Plan as a whole, it being the legislative intent that the provisions of this Plan shall be severable and remain valid notwithstanding such declaration.

## **XVI. EFFECTIVE DATE**

The effective date of this Plan shall be the date this Plan is adopted by the Board of Selectmen. See Appendix (A) - "Adoption by the Board of Selectmen".

# Town of Farmington

## Pandemic Influenza Plan

### APPENDIX

- A. Adoption By The Board of Selectmen
- B. Disaster Declaration Chain Of Command
- C. Contact Lists
  - C1 General Contact List
  - C2 “ “ “
  - C3 “ “ “
- D. Departmental Contact Lists
  - D1 Administration
  - D2 Police
  - D3 Fire Rescue
  - D4 Code Enforcement
  - D5 Public Works
  - D6 Wastewater Treatment and Collection
  - D7 Parks and Recreation
  - D8 Assessing
  - D9 Welfare Director
  - D10 Financial Director
- E. Documentation Of Contacts and Actions

**TOWN OF FARMINGTON PANDEMIC INFLUENZA PLAN**

**ADOPTION BY THE BOARD OF SELECTMEN**

This Plan is hereby adopted by the Farmington Board of Selectmen.

This Plan shall be submitted to the Franklin County Emergency Management Director upon its adoption for incorporation in the Franklin County Emergency Management Agency Pandemic Influenza Plan.

Town of Farmington  
Board of Selectman

\_\_\_\_\_  
**Stephan M. Bunker, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dennis C. Pike, Selectman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ryan D. Morgan, Selectman**

\_\_\_\_\_  
**Date**

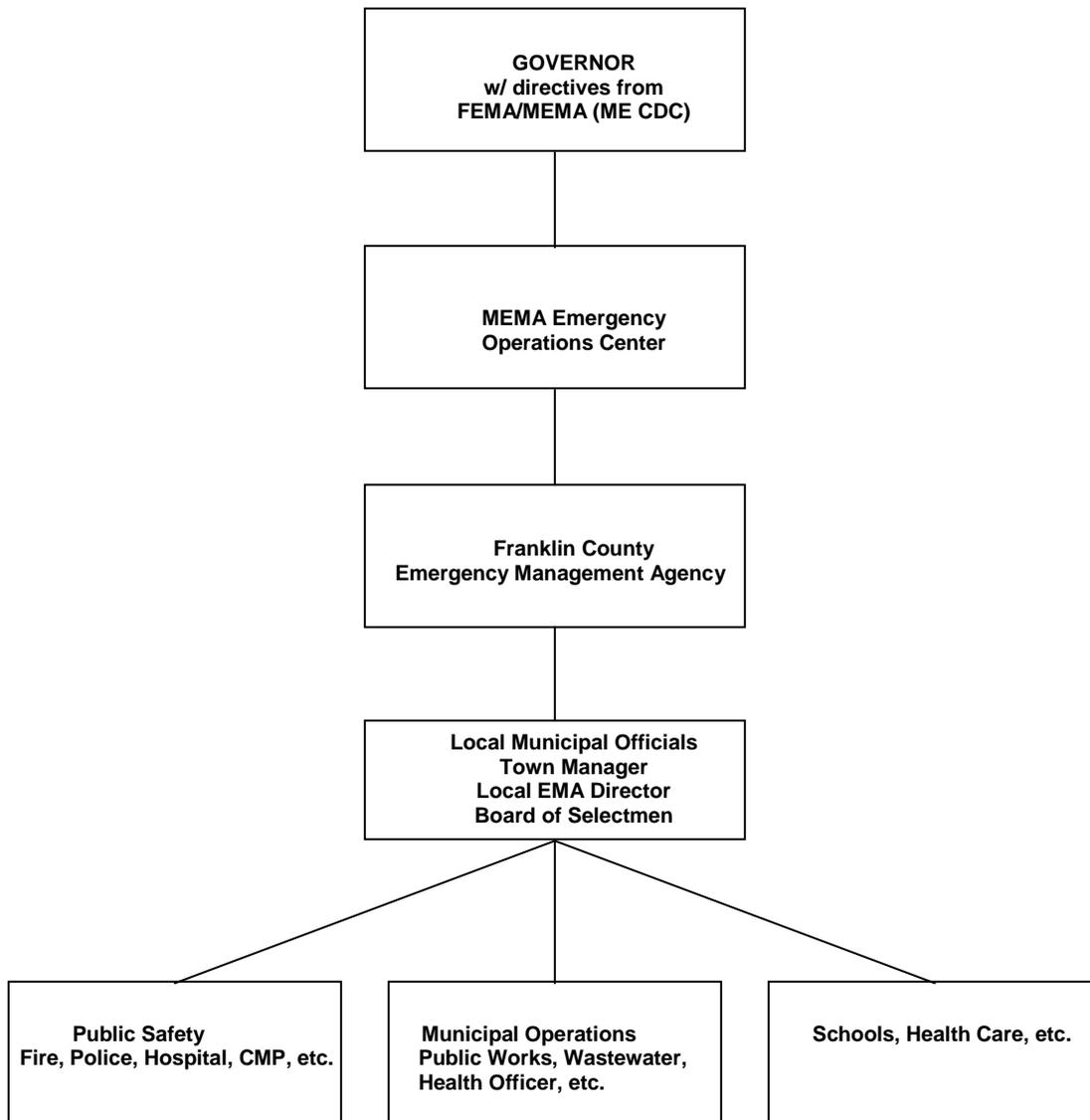
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**Jessica A. Berry, Selectman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Andrew M. Hufnagel, Selectman**

\_\_\_\_\_  
**Date**

**TOWN OF FARMINGTON  
Pandemic Influenza Plan  
Disaster Declaration Chain of Command**



Insert General Contact List - Page 1  
Separate attachment processed in "landscape" format

Insert General Contact List – Page 2

Insert Departmental Contact Lists



## STATE, COUNTY, AND LOCAL CONTACT INFORMATION

Record location-specific emergency contact information in this section prior to an incident.

ORGANIZATION	CONTACT	TELE #	CELL #	E-MAIL
<b>Governor</b>	Paul LePage	287-3531		governor@maine.gov
<b>Maine Emergency Management Agency (MEMA)</b>	Duty Officer	800-452-8735		
<b>Maine Center for Disease Control</b>	Sheila Pinette, DO	287-8016		mainepublichealth.gov
<b>Maine Medical Examiner</b>		1-800-870-8744		medical-examiner@maine.gov
<b>Maine State Police – Troop C</b>	Lt. Donald Pomelow	474-3350	557-1421	donald.r.pomelow@maine.gov
<b>Franklin County</b>				
Franklin County Emergency Management Agency	Timothy A. Hardy, Director	778-5892	491-4763	thardy@fncome.com
Franklin County Sheriff's Office	Dennis Pike, Sheriff	778-2680		fcsd@myfairpoint.net
<b>Hospital</b>				
Frkln. Mem. Hospital Director/Emer. Prep.	Michael Senecal	778-6031		
Frkln. Com. Health Network	Rebecca Ryder	778-6031		
<b>Farmington, Town of</b>				
Bunker, Stephan M	Board of Selectmen, Chairman	778-2558		stephan.bunker@maine.gov
Davis, Richard P.	Town Manager	778-6538		rdavis@farmington-maine.org
Kaiser, J. Stevens	Code Enforcement/Health Officer	778-5874	446-4503	ceo@farmington-maine.org
Bell, Terry S., Sr.	Chief Fire Rescue	778-3235 / 911		tbell@farmington-maine.org
Peck, Jr., Jack D.	Chief Police	778-6312 / 911		policechief@farmington-maine.org
Castonguay, Denis T	Director Public Works	778-2191	491-4467	publicworks@farmington-maine.org
Shible, Stephen P.	Director Parks & Recreation	778-3464		farmingtonrec@yahoo.com
Moore, Steven S.	Superintendent Wastewater	778-4712	779-0057	smoore@beeline-online.net
Caldwell, Mark	Assessing	778-6530		assessor@farmington-maine.org
Young, Diana	Financial Director	778-6539		treasoff@farmington-maine.org
Pinkham, Leanne	Welfare Director	778-6539		twncnk@farmington-maine.org
<b>Industry, Town of</b>	<b>Board of Selectmen</b>	<b>Lee Ireland</b>	778-0057	Office 778-5050
		<b>Angel Davis</b>	696-8476	
		Robert Geisser	779-1677	
<b>Jay, Town of</b>	<b>Town Manager</b>	Ruth Cushman	897-6785	jmanager@jay-maine.org
Jay Police Department		Larry White, Sr., Chief	897-6766	jpd@jay-maine.org
<b>Livermore Falls, Town of</b>	<b>Town Manager</b>	Kristal Flagg	897-2016	townmanager@lfme.org
Livermore Falls Police Department		Ernest Steward, Jr., Chief	897-3424	931-9444 ernest.steward@lfme.org
<b>New Sharon, Town of</b>	<b>Board of Selectmen</b>	Forrest Bonney	778-4167	Office 778-4046
		Russell Gardner	778-0319	
		Maynard Webster	778-2332	
<b>Wilton, Town of</b>	<b>Town Manager</b>	Rhonda Irish	645-4961	<a href="mailto:manager@wiltonmaine.org">manager@wiltonmaine.org</a>
Wilton Police Department		Heidi Wilcox, Chief	645-3876	779-6510 chief_wilcox@wpdme.com
<b>MISCELLANEOUS</b>				
Access Channel 11	JP Fortier	778-8146		jpfortier@maine.edu
American Red Cross, United Valley Chapter	Jennifer Gaylord	795-4004		redcross@midmaine.com
Animal Shelter, Franklin County	Heidi Jordan	778-2638		franklincountyanimalshelter@hotmail.com
Animal Control Officer	Wayne Atwood	645-4918		
<b>Banks</b>				
Franklin Savings Bank	Michael Mansir	778-3339		m.mansir@fsbme.com
Central Maine Power	Contact MEMA - per Gail Rice			Brian Harmon 778-9116 Local contact
Church (Faith based contact)	Cathie Wallace	778-4694		cathiewallace@aol.com
Downtown Business Association	Janice Maxham, Pres.	778-9105		janmaxham@hotmail.com
Evergreen Behavioral Services	April Guagenti	778-0035		guagenti@fchn.org
Farmington Fair Grounds	Neal Yeaton/George Barker- Grounds	778-6083 / 778-2686		
Farmington Public Library	Melanie Coombs	778-4312		melanie@farmington.lib.me.us
Farmington Bulky Waste & Recycling, Town of	Denis Castonguay	778-2191		publicworks@farmington-maine.org
Food Suppliers				























