

Memo

To: Shaun Mulholland
From: Diane Demers Finance Director
Date: 09/23/14
Re: New Town Hall Hours

The Town Hall Staff would like to propose the following Town Hall Hours:

Town Clerk/Tax Collector

Week Days	Public Hours	Closing Time
Monday	7:30 am-6:15 pm	6:30 pm
Tuesday	7:30am-5:15 pm	5:30 pm
Wednesday	7:30 am-5:15 pm	5:30 pm
Thursday	7:30 am-5:15 pm	5:30 pm

These hours will still give the public 40 hours per week to conduct business. The earlier hours will give residents the ability to process transaction before going to work. We will still have one evening per week available to the public. We are choosing Monday evening because of the Select board Meetings. All staff members will flex their hours to stay within their 40 hour per schedule.

If there are any questions or concerns please contact me.

Diane Demers
Finance Director