

MEMO

To: Town Board Members

From: Town Hall Full-Time Employees

Date: March 6, 2025

For the past several years, the Town Board allowed full-time Town Hall employees the benefit of summer hours. We would like to request that it be allowed again for 2025.

Monday	7:30 a.m. to 4:00 p.m.
Tuesday	7:30 a.m. to 4:00 p.m.
Wednesday	7:30 a.m. to 4:00 p.m.
Thursday	7:30 a.m. to 4:00 p.m.
Friday	7:30 a.m. to 12:30 p.m.

These hours of operation meet the 35-hour full-time requirement. We would request that these hours take effect on Monday, April 28, 2025 through Friday, October 10, 2025. Friday afternoons in the summer are very slow with minimal business, Thank you for your consideration.