



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 20-252

**Agenda Date:** 11/24/2020

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve the proposed noon-time closure of the municipal offices and public library on Thursday, December 24, 2020.

II. Basis for Council Action.

Council approval of this item is required because;

Article III, Section 2 (10) of the Charter states the Town Manager shall have the duty to, "Prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council," and

Article VI, Section 2 of the Town Personnel Policy presents twelve paid holidays, and Christmas Eve is not a listed holiday.

III. Issue Summary.