



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, September 20th, 2022
Re: December 2022 Town Holiday & Meeting Schedule

Commissioners,

Every year around this time, staff looks forward to the late December/early January holiday dates and schedules to see how they affect Town operations and meetings. Below is a list of proposed revised meeting dates and proposed Town office closures for the Board to consider/approve:

Proposed Alternative Meeting Dates:

- Regular Board Work Session- Tuesday, December 6th, 2022
- Regular Town Meeting- Tuesday, December 20th, 2022

Proposed Town Office Closures:

- Friday, December 23rd, 2022. Half Day, offices close at 1 pm.
- Monday, December 26th, 2022. Town Offices Closed
Trash, Bulk Trash, & Yard Waste are to be collected on Tuesday, 12/27
- Friday, December 30th, 2022. Town Offices Closed