Town of Newcastle
Town Office Hours Policy

The Newcastle Town office is open for the transaction of business from 7:30 AM until 4:30 PM on Monday through Thursday.

As provided in the Personnel Policy, the Town Office will be closed on following holidays:

New Year's Day	Juneteenth	Thanksgiving Day
Martin Luther King Jr. Day	Independence Day	Day after Thanksgiving
Presidents Day	Labor Day	Christmas Eve
Patriots Day	Indigenous People's Day	Christmas Day
Memorial Day	Veteran's Day	

Holidays are scheduled according to the calendar established annually by the Maine Department of Administrative and Financial Services.

The Town Office may close for emergencies, safety, or due to a staffing shortage at the discretion of the Town Manager.

The Select Board determines the Town Office hours and may adjust or change them from time to time.

Signed and approved on this 9th of December 2024

Karen Paz

Ben Frey

Tor Glendinning

Thomas Kostenbader

Rufus Percy

Legislative History
06-24-2024 – Originally Enacted.
12-09-2024 - Amended