

ORDINANCE

BE IT ORDAINED by the Board of Directors of the Town of Manchester that Chapter 23 of the Code of Ordinances, Town Clerk, be amended by deleting the current provisions in their entirety and re-writing the chapter as follows:

§ 23-1. Office hours established.

The office of the Town Clerk shall be open for a minimum of 42.5 hours per week, which days and hours shall be determined by the Board of Directors and which days and hours may be revised from time to time by the Board of Directors. At the discretion of the Town Clerk, based upon staffing issues and with sufficient notice, the public may be restricted from in-person access to the Town Clerk's office for not more than 4 hours a day and not more than 2 days in a given week. The office of the Town Clerk shall also be open at such other times and at such other hours as determined by the Town Clerk as necessary for the conduct of the business of the office of the Town Clerk.