



# CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347

NATE RUDY, CITY MANAGER

TEL: (207) 623-4021, Ext 203; FAX (207) 621-8317

TO: City Clerk's Office; Citizens and Residents of Hallowell

FROM: Nate Rudy, City Manager

RE: **Regular City Manager Office Hours**

The office of the City Manager has many responsibilities that often require timely delivery, deep thought, and sustained concentration that can easily be interrupted and complicated by unscheduled and sometimes lengthy visits.

I am always interested in helping wherever I can with the many legitimate issues of public interest that concerned citizens bring to City Hall.

However, I believe that I can be more effective in conducting City business if I establish regular scheduled office hours, and other meetings by appointment only, except in case of great urgency.

To this end, I ask our welcomed visitors to please stop by during these **regular office hours**, subject to change with notice:

<b>Monday</b>	<b>1 – 2 PM</b>
<b>Wednesday</b>	<b>8:30 – 9:30 AM</b>
<b>Thursday</b>	<b>4 – 5 PM</b>

Or, **please feel welcome to call or e-mail to schedule an appointment** so that you can have my undivided attention.

Phone: **(207) 623-4021 ext. 203**

Email: **citymanager@hallowellmaine.org**

*Respectfully submitted on July 20, 2016.*

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