

# BILLERICA

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### MEMORANDUM



**TO: Staff**  
**FROM: Bob Correnti**  
**DATE: November 13, 2018**  
**RE: CHRISTMAS AND NEW YEAR HOLIDAY SCHEDULE**

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To observe and enjoy the Christmas Holidays with family, the Office will be **CLOSED on MONDAY, DECEMBER 24th, 2018 and TUESDAY, DECEMBER 25<sup>th</sup>, 2018.**

On **MONDAY, DECEMBER 31<sup>st</sup>, 2018,** the Office will **close at NOONTIME.** The Office will also be closed **TUESDAY, JANUARY 1, 2019 for the NEW YEAR HOLIDAY.**

We hope all will enjoy safe and happy holidays!