



FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-8501 – Fax: 203-794-8552

Matthew S. Knickerbocker, First Selectman
Richard C. Straiton, Selectman
Paul R. Szatkowski, Selectman
Martin J. Lawlor, Town Counsel

Wendy Smith, Office Administrator
Jean Gereg Bradley, Office Assistant
Dionne Craig, Office Assistant
Phyllis Kinsky, HR/Grants Administrator

MEMORANDUM

TO: Lisa Bergh, Town Clerk
FROM: Matthew S. Knickerbocker, ~~First Selectman~~
RE: Acting First Selectman
DATE: November 5, 2015

Please be advised that I will be out of town/state from Friday, November 6, 2015 through Sunday, November 8, 2015.

Selectman Richard C. Straiton is hereby appointed as Acting First Selectman and shall have all powers and responsibilities as set forth in the Sections C5-1 and C5-3 of the Bethel Town Charter during this period.

RECEIVED

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TOWN OF BETHEL
TOWN CLERK