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
Joan Gereg Bradley, Office Assistant
Dionne Craig, Office Assistant
Phyllis Kansky, HR/Grants Administrator

MEMORANDUM

TO: Lisa Bergh, Town Clerk
FROM: Matthew S. Knickerbocker, First Selectman
RE: Acting First Selectman
DATE: November 23, 2015

Please be advised that I will be out of town/state from Monday, November 23, 2015through Sunday, November 29, 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.

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TOWN CLERK