



# 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*

*Layna Palumbo, Office Assistant*

*Phyllis Kinsky, HR/Grants Administrator*

## MEMORANDUM

TO: Lisa Bergh, Town Clerk  
FROM: Matthew S. Knickerbocker, First Selectman  
RE: Acting First Selectman  
DATE: August 6, 2013

Please be advised that I will be out of town/state from Thursday, August 8, 2013 through Wednesday, August 14, 2013.

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