



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. Lawler, Town Counsel

Wendy Smith, Office Administrator

Joan Gereg Bradley, Office Assistant

Layna Palumbo, Office Assistant

Phyllis Karsky, HR/Grants Administrator

MEMORANDUM

TO: Lisa Bergh, Town Clerk
FROM: Matthew S. Knickerbocker, First Selectman
RE: Acting First Selectman
DATE: June 28, 2011

Please be advised that I will be out of town/state from Wednesday, June 29th through Tuesday, July 5, 2011.

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

2011 JUN 28 A 11:47

TOWN OF BETHEL
TOWN CLERK