



# 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 Goreg Bradley, Office Assistant*  
*Layna Paltumbo, Office Assistant*  
*Phyllis Karsky, HR/Grants Administrator*

## MEMORANDUM

TO: Lisa Bergh, Town Clerk  
FROM: Matthew S. Knickerbocker, First Selectman  
RE: Acting First Selectman  
DATE: July 27, 2011

Please be advised that I will be out of town/state from Thursday, July 28<sup>th</sup> through Tuesday, August 2, 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

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TOWN OF BETHEL  
TOWN CLERK