



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 Gregg 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: November 18, 2014

Please be advised that I will be out of town/state from Thursday, November 20, 2014 through Saturday, November 29, 2014.

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