



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 Gorey 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: April 4, 2012

Please be advised that I will be out of town/state from Thursday, April 5th through Wednesday, April 11, 2012.

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