



# 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*  
*Jean Grogg 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: August 1, 2014

Please be advised that I will be out of town/state from Saturday, August 2, 2014 through Sunday, August 10, 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