



MEMORANDUM

TO: LINDA BETTENCOURT
CITY AND TOWN CLERK

FROM: KORI TERMINE WISNESKI, DEPUTY GENERAL COUNSEL
KATHLEEN MOREY, DIRECTOR OF HUMAN RESOURCES

DATE: SEPTEMBER 17, 2015

RE: NOTICE OF REGULAR MEETING OF THE GENERAL COUNSEL
COMMISSION

THE GENERAL COUNSEL COMMISSION WILL HOLD ITS REGULAR MEETING ON
MONDAY, SEPTEMBER 21, 2015 AT 7:00 P.M. IN CONFERENCE ROOM 208.

RECEIVED

15 SEP 17 PM 2:52

TOWN CLERK
MIDDLETOWN, CT

* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE *

General Counsel Commission
Municipal Building
Room 208
245 DeKoven Drive
Middletown, Connecticut 06457

AGENDA FOR REGULAR MEETING
TO BE HELD
SEPTEMBER 21, 2015 AT 7:00 P.M.

1. **Call to Order.**
2. **Public Comment.**
3. **Approval of Minutes.**
 - A. Review minutes of August 17, 2015 General Counsel Commission Regular Meeting
4. **New Business.**
 - A. Executive Session pursuant to 1-200(6)(A) to discuss employee's request for 30 day sick time advancement.
 - B. Job Description - Administrative Assistant for Technology & Special Projects (BOE)
5. **Old Business.**
6. **Other.**
 - A. Update - Deputy Director of Public Works
 - B. Vacancy Report
 - C. Legal Bills
 1. Robinson & Cole (pension matters) - \$26,215.21
 2. Robinson & Cole (pension matters) - \$4,956.00
7. **Adjournment.**

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TOWN CLERK'S
OFFICE

If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.