



MEMORANDUM

TO: ASHLEY FLYNN-NATALE
CITY AND TOWN CLERK

FROM: KORI WISNESKI, DEPUTY GENERAL COUNSEL
JUSTIN RICHARDSON, DIRECTOR OF HR

DATE: DECEMBER 22, 2025

RE: NOTICE OF SPECIAL MEETING OF THE GENERAL COUNSEL COMMISSION

THE GENERAL COUNSEL COMMISSION WILL HOLD A SPECIAL MEETING ON **THURSDAY, JANUARY 15, 2026 AT 6:30 P.M.** THE MEETING WILL BE HYBRID AND HELD REMOTELY VIA WEBEX OR IN-PERSON IN ROOM 208 AT CITY HALL.

* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE *

General Counsel Commission
Municipal Building
245 deKoven Drive
Middletown, Connecticut 06457

AGENDA FOR SPECIAL MEETING
TO BE HELD HYBRID
JANUARY 15, 2026 AT 6:30 P.M.

FOR PUBLIC ATTENDANCE VIA WEBEX:

<https://middletownct.webex.com/middletownct/j.php?MTID=mbe20b3b841332e006a4160f619fa648b>

OR

Webex.com
Join a Meeting
Event Number: 2345 783 1175
Password: Middletown

OR

Dial: 408-418-9388
Access Code: 2345 783 1175

1. **Call to Order**
2. **Public Comment**
3. **Approval of Minutes**
 - A. Review minutes from October 28, 2025 Special Meeting
 - B. December 11, 2025 Regular Meeting
4. **New Business**
 - A. Ordinance – Enterprise Zones
 - B. Discussion of Records Clerk and Scheduling Office Clerk Job Descriptions
5. **Old Business**
 - A. Recruitment Efforts
 - B. Baker Tilly Update
 - C. Vacancy Report
6. **Adjournment**

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.