



## MEMORANDUM

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**TO:** ASHLEY FYLNN-NATALE  
CITY AND TOWN CLERK

**FROM:** KORI WISNESKI, DEPUTY GENERAL COUNSEL  
JUSTIN RICHARDSON, DIRECTOR OF HUMAN RESOUCES

**DATE:** APRIL 30, 2021

**RE:** NOTICE OF SPECIAL MEETING OF THE GENERAL COUNSEL  
COMMISSION

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THE GENERAL COUNSEL COMMISSION WILL HOLD A SPECIAL MEETING ON MONDAY, MAY 3, 2021 AT 6:00 P.M. VIA WEBEX.

RECEIVED  
21 APR 30 PM 2:56  
TOWN CLERK  
MIDDLETOWN, CONN.

\* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE \*

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

AGENDA FOR SPECIAL MEETING  
TO BE HELD  
May 3, 2021 AT 6:00 P.M.

**FOR PUBLIC ATTENDANCE:**

<https://middletownct.webex.com/middletownct/j.php?MTID=m2a83eca8e5eb41b9c067e8869516acf>

1

**OR**

Webex.com  
Join a Meeting  
Event Number: 173 172 7848  
Password: Middletown

**OR**

Dial: 408-418-9388  
Access Code: 173 172 7848

1. **Call to Order.**
2. **Public Comment.**
3. **New Business.**
  - A. Job Description – HR Specialist
4. **Other.**
5. **Adjournment**

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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.