



## MEMORANDUM

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**TO:** LINDA BETTENCOURT  
CITY AND TOWN CLERK

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

**DATE:** APRIL 19, 2016

**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, APRIL 25, 2016 AT 7:00 P.M. IN CONFERENCE ROOM 208.

RECEIVED  
16 APR 19 AM 11:46  
TOWN CLERK  
MIDDLETOWN, CONN.

\* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE \*

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

AGENDA FOR SPECIAL MEETING  
TO BE HELD  
APRIL 25, 2016 AT 7:00 P.M.

1. **Call to Order.**
2. **Public Comment.**
3. **Approval of Minutes.**
  - A. Review minutes of February 18, 2016 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. Ordinance - Parking Fund (47-38)
  - C. Ordinance - Vehicles and Traffic (285-8 to 285-22)
  - D. Ordinance - Changes in Adopted Ordinances (1-19)
  - E. Job Description - Director of Equal Opportunity and Diversity Management
  - F. Ordinance - Federal, state or other grants (44-11)
  - G. Ordinance - Tax and business incentive programs (272-9)
5. **Old Business.**
  - A. Job Description: Deputy Fire Chief
  - B. Personnel Rules
6. **Other.**
  - A. Vacancy Report
  - B. Legal Bills - None to Report
7. **Adjournment.**

RECEIVED  
16 APR 19 AM 11:47  
TOWN CLERK  
MIDDLETOWN, CONN.

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.