



## **Town Board**

### **Workshop Meetings**

### **March 2, 2017**

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The Town Board of the Town of Chester convened at the Town of Chester Municipal Center, 6307 State Route 9, Chestertown, New York, at 4:30 pm.

**Roll Call:** Supervisor Craig Leggett, Edna Wells, Karen DuRose and Mike Packer. Steve Durkish absent.

Supervisor Leggett opened the Workshop Meeting at 4:37 pm. The purpose of the meeting is to continue updating the Employee Handbook and Computer Usage Policy.

Supervisor Leggett covered the revisions and updates to the Employee Handbook. Many of the changes are due to new regulations from federal, state and local agencies. The Board discussed reviewing the Code of Ethics and adding a Computer Usage Policy to the handbook. The Town needs to develop a credit card policy.

On a motion by Mr. Leggett, seconded by Mrs. DuRose, meeting adjourned at 5:49 pm.

Respectfully submitted,

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Town Clerk