

**Town of Chester**  
Citizen Advisory Committee  
June 20, 2023  
6:30 p.m.  
**MINUTES**

**Board Members Present:** Vince, Sam, Wendi, Roy

**Staff Present:** Tom Williams, Adam Woodell, Julie Hance

**Visitors Present:** None

**Approval of Minutes:**

One Change: Vincent is not on the hiring committee.

Motion to approve, with noted changes Roy, Seconded Sam, Passes unanimously.

- **Organization:**
  - Review agenda.
  - Other organizational items -
    - Approve 05.16.23 Minutes
    - Review Robert's Rules of Order for Small Boards (as needed)
    - Other?
  
- **Citizen's Comments:**
  - Citizen Comment Form has not been acted on. Tabled until next meeting. Frank is going to work on this but he is currently away.
  - Discussion next month. Sam received some of the Data from the PD and commented it was difficult to read and understand. We will narrow down the desired data which will hopefully make it more readable.
  - How does the board want to receive information from the Chief? Stop at the PD or have a point person who reaches out regarding specific topics. One point of contact with the PD should be the Chief.
  
- **Purpose & Goals:**
  - Purpose and Goals Discussion (as needed)

We will use what has already been written (see attached) but we will discuss it more as time goes on. Current P&G's are vague but will become more specific as we move forward.

- **Policy Review Process:**

There are about 12 policies that need to be reviewed on an annual basis. Suggestion to review one policy every month. Example: every January is use of force policy month. We will prioritize the 12 policies. Winhall PD website was looked at for guidance.

- **CAC Policy Review Protocol:**

- False Alarm Policy: Review, Discussion, and Decision

This policy is one that will become part of the towns ordinance.

Fees for false alarms are collected by the PD by sending a bill to the entity that registered the alarm. In some towns if an alarm isn't registered the police do not respond. Chester fire department can bill for any time hazmat is called out, ambulance bills for the towns ambulance responses and the police for officers time, in a situation like the tractor trailer rollover last month. This is not a common occurrence in Chester, but it could be.

We need a way for people to register their alarms (see Winhall example). Will this one work for Chester?

Fair and impartial policing will be a policy that is soon reviewed.

Policies will go on the website. When we are working on one we will put it on the website as a draft. Some policies can not be changed as they are written by the state, we will note which ones can not be changed.

There are 73 different rules and regulations that need to be followed. These will be put on the website so the community is aware of them and why the PD & officers operate the way they do.

Our main goal will be to review and understand the policies so they can be put on the website and discussed within the community in terms that are more easily understood.

\*\*Before the next meeting Tom will communicate with Roy and Vince to let them know which policies should be worked on next.

This committee will look to follow what the selectboards process for policy review.

- **Community Involvement: Discussion**

Currently meetings are warned on the Website and FB, no less than 48 hours before the meeting. Chester typically does at least three days. Are there other places we would like to put the notices?

Can we be part of the Fall Festival in September? We can introduce ourselves and get input as to what the community wants us to discuss.

- **Other items:**

Website interactive with the community. Facebook has been helpful, people participate in the conversation. FB and website need to be linked. Find out who the town contracts with to do website work. Sam is willing to take the lead on the website.

Lauren Ingersol is the person who works on the town website. Weebly is the platform.

Google docs would open us up to violation of open meeting law but we can send an email out to everyone on the board as long as we DO NOT reply all.

- Next Agenda: (July 20, 2023 meeting)

Next policies

Community Watch

Community input form

Where else should meeting agendas and minutes be posted?

Motion to adjourn Roy, seconded Sam, all in favor 7:54PM

Attachments: 05.16.23 Minutes