

**Town of Chester**  
203 Middlesex Avenue  
Chester Connecticut 06412



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Town of Chester Board of Selectmen/Board of Finance

Special Meeting Minutes – Joint BOS/BOS Meeting

January 3, 2019, 4:00 p.m.

Community Meeting Room Chester Town Hall Chester, Connecticut

#### CALL TO ORDER

First Selectwoman Gister called the meeting of the BOS to order at 4:00 p.m. In attendance included: First Selectwoman Gister, Selectwoman Janecek, and Selectman Grzybowski. The Board of Finance was also present but called to order separately by the Chair, Virginia Carmany. In attendance were Virginia Carmany, Richard Nygard, Jennifer Rannestad, Richard Strauss (seated for David Cohen), John O'Hare (seated for Charlie Park), Jon Joslow (for a portion of the meeting). Michael Joplin did not attend.

AUDIENCE OF CITIZENS – Peter Evankow – Accounting Manager for the Town of Chester.

#### REVISE FINANCIAL POLICY AND PROCEDURES MANUAL

The Board of Selectmen and Board of Finance reviewed the revisions made by the Board of Finance and the changes recommended at the 11/5/18 BOS meeting. Further discussion was had regarding the IT, Grants, Tax Collector and Citations chapters, and a detailed discussion was had and recommendations made for Capital Improvements, particularly with regard to Design/Build Projects of over \$1 Million. First Selectwoman Gister will submit minor changes to language in the chapter on Bidding for the next meeting and coordinate the recommendations and final language of the Tax Collector, Citations, and IT chapters with the appropriate staff.

The remainder of the manual was reviewed by the Board. Proposed changes will be entered by Virginia Carmany for discussion at the next meeting.

#### ADJOURNMENT

James Grzybowski made a motion to adjourn the meeting at 6:40 p.m. Charlene Janecek seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lauren S. Gister

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