



Town of Chester Use of Town Counsel

Last Updated: 4/2/2026

Approved: 4/6/2026

Introduction:

All employees and members of Town Boards/Committees are required to notify the Select Board or Town Administrator for approval in writing of any matters that require a legal opinion from the Town Counsel.

The Only employee except from this policy is the Town Clerk. Who should have full access due to the nature of their role as gatekeeper by ensuring compliance with state and local laws and maintaining public records. They hold authority over public records access, certify vital documents, manage election processes, and ensure transparency in municipal operations.

Legal Clause

The Town shall provide defense counsel for any employee whenever the employee shall be sued for damages arising out of the discharge of her/his official public duties.

Print Name:

Signature:

Position:

Date: