



Town of Sudbury

Select Board

www.sudbury.ma.us/selectboard

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
selectboard@sudbury.ma.us

MINUTES POLICY

(Adopted 8/29/2023)

The Select Board shall create and maintain accurate minutes of all meetings, including executive session. Minutes constitute the written record of the Board's actions. They are legal evidence of the actions of the Board. The Select Board shall designate an individual who is not a Board member to record minutes of each meeting.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time and place of the meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A summary of the discussions of each subject on the agenda for the meeting.
4. All votes taken during executive session shall be taken by roll call and documented as such in the minutes.
5. A list of all documents and other exhibits referenced during the meeting.
6. A complete record of official actions taken by the Board and to all business transacted. Resolutions and motions will be written in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote.
7. Notation and time of formal adjournment.

Minutes of all open session meetings will be approved by the Board in a timely manner. (940 CMR 29.00: Open Meetings) Drafts of the minutes to be considered for approval by the Board shall be provided at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Board. Minutes of public meetings will be in the custody of the Town Manager who will make them available to interested persons upon request.

Executive Session minutes may be withheld from disclosure until such time as the litigating, negotiating or bargaining position is no longer jeopardized by such disclosure unless the attorney-client privilege or one or more exemptions under the law applies to withhold the records, or any portion of the minutes, from disclosure.

M.G.L. ch. 30A, Section 22, 940 CMR 29.00: Open Meetings, Guide to the Open Meeting Law